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Individual Activity

Udharma Sharmas avara

{ the wheel pose }

Chakra, from the root Cal (to move) mean wheel

I therefore this is the wheel posture. The catra - avara  
also known as the Udharma Sharmasana Uddhara means  
wheel, stands in upright and shavas means bow  
and posture and raised bow posture describe the appearance  
of the avara.

Instructions

- lie flat on the back in the shava - avara
- while exhaling bend the knees and bring the



slide causing the hips and stomach as high as possible  
Hold for the duration of the hold inhaled  
when you can't hold the breath comfortable any  
longer, slowly exhale and return the back to the floor,  
slide the legs out straight returning to the shava asana

## Benefits.

- Strengthens back muscles, tones adrenals, helps
- Strengthens front part of the body, which is  
good for people who are introverts as the openness in the  
heart may work on their heart chakras.
- Beneficial for those who sit long hours in  
front of the desk or computer as they usually hunch over  
the desk all day long.
- Relieves tension or stress from the body and  
helps in decreasing the ailments arising out of it.
- Helps in toning and strengthening the entire  
back muscles.
- Tones pelvic region.

## Precautions

People who suffer from serious spinal column ailments, such as cervical and lumbar spondylitis should

➤ If there is not much spine flexibility at beginning, one should not force or push the body doing the pose.

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# Lifeskills



## INTRODUCTION

A skill is a learned ability or capacity which helps us to do a task in an effective manner. A skilled person uses his time, energy and resources to do a job and produces different kinds of quality results. There are different kinds of skills they are:-

- ⇒ Literacy Skills
- ⇒ Language Skills
- ⇒ Functional Skills
- ⇒ Vocational Skills
- ⇒ Sports Skills
- ⇒ Cultural Skills
- ⇒ Recreation Skills E
- ⇒ Life Skills.

\* Life skills - capacity to translate knowledge, attitude and values into actual abilities by helping the individual to decide what



## \* EMPATHY \*

Empathy is the capacity to understand or feel what other being is experiencing from within the other being's frame of reference, i.e. the capacity to place oneself in another's position.

\* The term Empathy was coined by the American psychologist Edward Titchener. It means "feeling with."

Definition:

The encyclopedia Britannica 1999.

edition defines empathy as, "the ability to imagine oneself in another's place and understand the other's feelings, desires and actions."





## Conflict Management

### Individual OD Interventions



able to bring rational thinking to bear on the problem.

### \* Types of Conflict

Conflict is a state of opposition, disagreement or incompatibility between two or more people or groups of people, which is sometimes characterized by physical violence

Psychologists today catalogue conflicts according to the course of action that will resolve them. There are three types of conflict.

- (i) Approach - Approach
- (ii) Avoidence - Avoidence
- (iii) Approach avoidence

### (iv) Approach - Approach

→ People are attracted about equally to goals  
But, carrying out one goal means abandoning the other.

# Conflict Management

HOW TO  
Make Things  
Better



## \* CONFLICT MANAGEMENT \*

"The purpose of our lives is to be happy." — Dalai lama.

According to Erikson's theory of psychological and social development a conflict is a turning point during which an individual struggles to attain some psychological quality. In the earliest stages of a child's life, they are learning whether they can trust the people around them.

Conflicts are often unconscious, in the sense that the person cannot clearly identify the source of his distress. Many strong impulses such as fear and hostility are so much disapproved by the culture that a child soon learns not to acknowledge them, even to himself when such impulses are involved in a conflict, the person is anxious but does not know why. He is less than



of success.

### \* Tips for Resolving Conflict

- ⇒ pause and get grounded.
- ⇒ Zoom out to gain perspective.
- ⇒ Become mindful of your nonverbal communication.
- ⇒ Avoid behaviours that add fuel to the fire.
- ⇒ Reflect empathy.
- ⇒ Take responsibility for yourself.
- ⇒ Use assertive communication.
- ⇒ Be open and flexible.
- ⇒ Focus on what you can control and let go of the rest.

## Conflict Management

How to  
Make Things  
Better



## \* TIME MANAGEMENT \*

"Until we can manage time, we can manage nothing else" - F. Drucker.

Time management is the art and process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

The major themes arising from the literature on time management include the following:

- ⇒ creating an environment conducive to effectiveness
- ⇒ Setting of priorities.
- ⇒ carrying out activity around those priorities.
- ⇒ The related process of reduction of time spent on no priorities.
- ⇒ Incentives to modify behaviour to ensure

compliance with time related deadlines.

### \* Time Management - Components

Time Management has been considered to be a subset of different concepts as:

**Project Management:** It is most commonly known as project planning and project scheduling. Time Management has also been identified as one of the core functions in project Management.

**Attention Management:** It relates to the management of cognitive resources, the time that humans allocate their mind to conduct some activities.

### \* Techniques of Time Management

1. **Create a daily plan:** Plan your day before it unfolds. The plan gives you a good



Overview of how the day will plan out.

### 2. Peg a time limit to each task:

Be clear that you need to finish the task. This prevents your work from dragging on.

### 3. Use a Calendar:

Having a calendar is the most fundamental step to managing your daily activities.

### 4. Use an Organizer:

The organizer helps you to be on top of everything in your life. It's your central tool to organize information, to-do lists, projects and other items.

### 5. Know your deadlines:

Mark the deadlines out clearly in your calendar and organizer so you know when you need to finish them.







Some reminders when using a planning tool are:

- Always record your info on the tool itself.
- Review your planning tool daily.
- Carry out your planning tool with you.
- Remember to keep a list of your priorities in your planning tool.

4. Get organized: Most people find that disorganization results in poor time management. A frequency used method is set up three boxes labeled 'Keep', 'Give away', 'Toss'.

5. Schedule Your Time Appropriately: Good scheduling requires that you know yourself. Using your time log, you should have determined those times during the day when you are most productive and alert.

6. Avoid Multi-tasking: Multi-tasking does not save time. In fact,



## \* SICHA SETTING \*

"A goal properly set is halfway reached."  
- Zig Ziglar.

What a goal does to a person's life. It changes everything you've ever given a life and you have been told ever since to "live it".

Everybody in this world has a different set of circumstances, different set of skills, & a different set of opportunities through which they can interact with the world and find their unique sense of fulfillment. you are mission & life should be to

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Communicative

English



## Introduction:

Listening is a process of receiving, interpreting and reacting to message from the speaker.

No communication process is complete without listening.

Listening is an important skill. Listening is quite similar to reading as it involves reception and decoding of the verbal message from the other person. The following examples illustrate importance of listening.

→ In a biology class teacher asked the students to refer to a book titled "Origin of species".

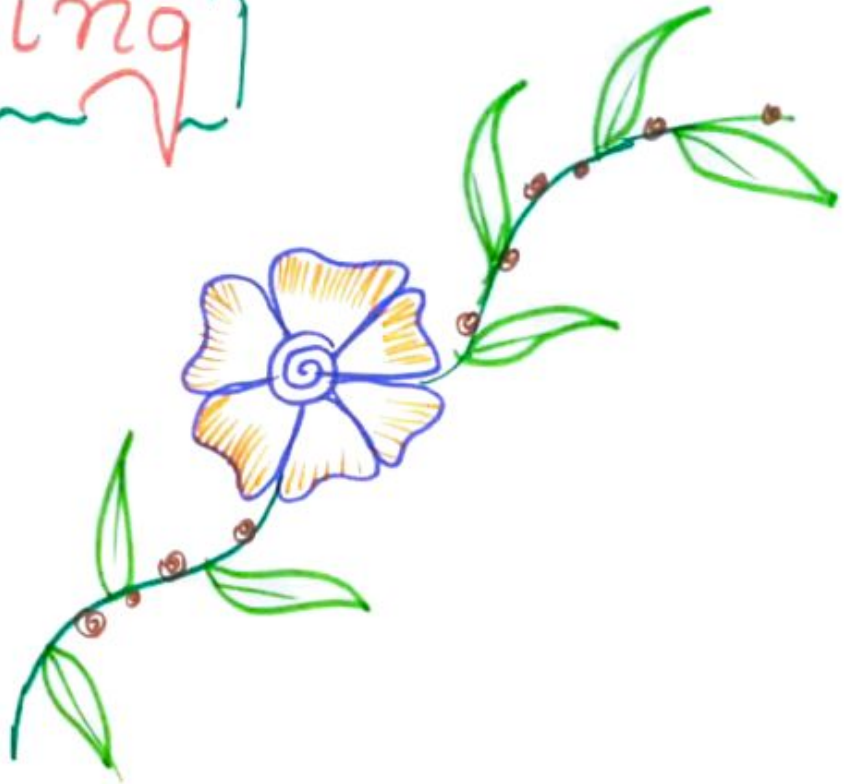
One of the student went to library and searched for the book named "Origin of peaches" but he could not find it. When he approached the teacher he found that the book was entitled origin of species. This is what happens when there is lack of concentration in listening.

## Listening vs. Hearing:

Hearing and Listening are not the same. People may often use these words interchangeably. In fact hearing is solely depends on the ears, is a physical act, everyone can hear without deliberate effort.

Listening

Skills



hearing is merely vibration of sounds on the ear drum followed by electrochemical response  
→ on the other hand listening requires voluntary attention and then making sense of what is being said

Types of listening :-

There are various forms of listening these are as follows

1) Casual listening:

Casual listening is to listen to someone or something without much attention and concentration. This type of listening has no specific purpose.

2) Focused listening:

Focused listening is intentional and systemic process. The listener gives his full attention and concentration on what the speaker is saying to get information, knowledge and ideas. This type of listening is also considered as "intensive listening".

3) Active listening:

also called as attentive listening. Active listening involves attention, careful consideration, concentration of the speaker's ideas. The listener participates in communication process actively and attentively.



### Passive Listening:-

Passive listening is very stern, rigid and orthodox type of listening. This type of listening may create confusion in the mind of the speaker about true attention of the listener. The listener wears a "flat" face serious expressions, suppresses all gestures that are used in active listening. Sometimes passive listening is used to show status of the listener.

### Critical Listening:-

Critical listening can also be called as 'evaluating listening'. This type of listening involves critical evaluation of the speaker's thoughts and ideas. The listener assesses speaker's depth of knowledge, choice of words and tone and style of the listener.

- This type of listening is used in seminars, conferences, group discussions, and other formal type of interactions.

### Appreciative Listening:-

This type of listening appreciates and supports the speaker. The listener encourages and motivates the speaker to speak more and more.

### Pretentive Listening:-

Pretentive listening is also called as "false listening". The listener pretends as if he is listening attentively to the speaker. Whereas, the listener is not paying attention.

to the speaker

Even listener may nod his head, smile at the speaker, lean forward, or he will pretend to write down something. The speaker is under false impression that listener is paying attention.

**Empathetic listening:** -

This type of listening exercises emotional influence on the listener not only understands the literal message but also understands the feeling, emotions and the world view of the speaker.

**Therapeutic listening:** -

This type of listening involves a healing process in which person reveals their suppressed desires. This listener listens to the speaker with the purpose to let the speaker's suppressed feeling come to the surface.

**Selective listening:** -

In this type of listening the listener listens to only important and specific info. The listener doesn't pay heed to other topics or issues in the speech.

**Biased listening:** -

In this type of listening, the listener is biased and prejudiced against the speaker. The listener has pre-conceived notions about the speaker and the speech. He has already made up his mind not to trust the speaker. The listener shows lack of respect for the speaker.

## Speed of the speaker

Speed of the speaker can act as a barrier to listening. If the speaker is speaking too speedily, the listener has no other alternative left than watching speaker. The human brain receives sounds at a specific speed. If this speed is not maintained properly, the listener's may get distracted.

## Voice and tone of the speaker

The listener will feel bored and fade up to listen to monotonous speech. If the speaker's voice is not audible, the listener may not listen to it attentively.

## Lack of factual information :-

Many times listener do not listen attentively and carefully bcz he does not find any factual information in the speech.

## Techniques to improve listening skills :-

### Motivate yourself to listen :

- Listeners to motivate their mind to listen to the speaker carefully, they should prepare them self to listen to other willingly. Listening cannot be forced or imposed on the person. Individual should know the value and importance of listening.

### Respect the speaker: -

Listeners should have respect for the speaker. They should not underestimate the speaker's ideas and thoughts.

even if, the listener disagrees with some of the ideas of the speaker they should show their disagreement positively.

### Positive body language: -

Listener should maintain positive body language like nod of head, leaning forward maintain erect postures, during communication.

more over listener shouldn't create any type of distractions by using unnecessary body language. Many listeners revolve pen notebook, or any other object in their hand.

### improve your listening span: -

Listeners should get training for enhancing their span of active listening. many a times, we have to listen to speaker or lecturer for long duration.

### Listening should be taught as a skill: -

The art of listening should be given importance in school and college curriculum. The skill should be taught to students just like speaking, reading and writing skills.

• There should be sufficient practice and opportunity to enhance their listening ability.

## Importance of listening :-

Effective listening at all level is very important for the successful running of an organisation

- good listening skills make workers more productive
- the ability to listen carefully will allow you to:
  - better understand assignments and what is expected of you
  - Build rapport with co-workers, bosses and clients
  - show support
  - work better in team-based environment
  - Resolve problems with customers, co-workers and bosses
  - Answer questions; and find underlying meanings in what others say.
- effective listening helps in controlling rumors which helps in preventing damage to the reputation of the organization.
- Effective listening will improve the working condition & nurture harmony and unity among the workers and colleagues.