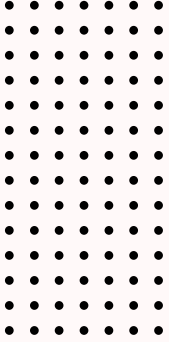




Education Department
Government of Gujarat



 Newsletter

Vol.15















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TOPIC 1- Essential Tips for Mastering Your First Job

Starting your first job after graduation is exciting but challenging as you adjust to new responsibilities. With the right mindset and approach, you can quickly adapt and thrive. Here are some simple tips to help you succeed and make the most of your early career experiences.

1. Be a Fast Learner:

- **Ask Questions:** Don't be afraid to ask for clarification if you don't understand something. It's better to ask early than to make mistakes later.
- **Take Notes:** Write down important processes, tasks, and feedback to help you retain information.
- **Seek Feedback:** Regularly ask your manager or colleagues for constructive feedback. This helps you improve and shows you're committed to growth.

2. Develop Strong Work Relationships:

- **Build a Network:** Get to know your colleagues, even those outside your team. Relationships can be helpful for mentorship and collaboration.
- **Communicate Effectively:** Be clear, concise, and professional in both verbal and written communication.
- **Be Approachable and Friendly:** A positive attitude and willingness to engage with others can leave a lasting impression.





3. Manage Your Time Well:

- **Prioritize Tasks:** Learn how to prioritize work based on deadlines and importance. Use tools like task managers or planners to stay organized.
- **Avoid Procrastination:** The sooner you tackle tasks, the less stressful they become. Break large tasks into smaller, manageable steps.
- **Balance Workload:** Don't stress yourself by taking on too much. Know when to ask for help.

4. Be proactive:

- **Take Initiative:** Look for opportunities to contribute beyond your assigned tasks. Volunteer for projects or suggest improvements.
- **Anticipate Needs:** If you see something that needs attention, address it without waiting for someone to ask. This shows leadership potential.
- **Learn the Company Culture:** Observe how things work and adapt to the office culture. Whether it's the pace of work or communication style, aligning with the culture will make you more effective.

5. Stay Positive and Resilient:

- **Be Open to Challenges:** New jobs come with learning curves. Embrace the challenges and see them as opportunities to grow.
- **Don't Fear Mistakes:** Everyone makes them, especially in the beginning. What matters is how you recover and what you learn from them.
- **Stay Patient:** Success takes time. Focus on the progress you're making rather than expecting instant mastery.





6. Take Care of Your Well-being:

- **Set Boundaries:** Be mindful of your work-life balance. While it's important to work hard, make sure you have time for rest and relaxation.
- **Practice Self-Care:** Take care of your physical and mental health through exercise, good nutrition, and adequate sleep.
- **Manage Stress:** Find healthy outlets for stress, whether it's exercise, a hobby, or spending time with friends and family.



7. Seek Mentorship:

- **Find a Mentor:** Having a more experienced colleague to guide you can be invaluable. A mentor can help you navigate difficult situations, improve your skills, and offer career advice.
- **Be Open to Learning:** Even if you don't have a formal mentor, be open to learning from anyone around you—there's wisdom in all levels of experience.



8. Demonstrate Professionalism:

- **Be Punctual:** Arriving on time shows that you value your manager's time, respect your responsibilities, and are committed to your role.
- **Dress Appropriately:** Pay attention to the company's dress code and choose attire that fits in.
- **Deliver Commitments:** If you agree to something, make sure you deliver on time and with quality.





9. Set Goals and Stay Focused:

- **Define Your Career Goals:** Understand where you want to go in your career and set short- and long-term goals. These can help you stay focused and motivated.
- **Track Your Progress:** Regularly check your progress against your goals, and adjust them as needed. Celebrate small wins to stay motivated.




10. Continue Learning:

- **Invest in Skill Development:** Attend workshops, online courses, or certifications related to your field to improve your skills.
- **Stay Curious:** Stay up to date with trends in your industry. Be curious and seek knowledge that can set you apart.
- **Learn from Mistakes:** Embrace challenges and failures as learning opportunities. Every setback can provide valuable insight into how to do better next time.

By applying these tips, you'll set yourself up for success in your first job and beyond. Stay focused, keep learning, and remain adaptable. The early stages of your career are just the beginning - approach them with confidence and a positive attitude, and you'll be on your way to achieving great things.





TOPIC 2- The Importance of Hobbies for Personal Growth and Well-Being

College life can be overwhelming, with the pressure of academic performance, extracurricular activities, and future career planning. Amidst these responsibilities, students often neglect the importance of hobbies. However, engaging in activities outside of studying and coursework is not only enjoyable but also essential for personal growth and well-being. Hobbies offer a valuable escape from the stress and demands of college life, allowing students to recharge, relax, and focus on something purely for pleasure. Whether it's painting, reading, or playing sports, hobbies help reduce anxiety and improve mental health by triggering the release of endorphins, which are natural mood boosters.

Hobbies are also a great way to foster creativity and innovation. Engaging in activities such as writing, crafting, or learning a musical instrument can help you think outside the box and encourage new ways of problem-solving. This creativity can spill over into your academic work, offering fresh perspectives and innovative approaches to assignments and projects. Students often find that their hobbies inspire new ideas and help them tackle challenges with a renewed mindset.





In addition to creativity, hobbies improve focus and concentration. Whether it's practising a sport, learning a new language, or honing a skill like photography, hobbies train you to stay engaged and present in the moment. This ability to concentrate and maintain attention can translate into better academic performance, improved study habits, and greater mental clarity when approaching complex tasks.

Hobbies also provide a unique opportunity for personal development. As students explore new activities, they gain new skills and knowledge. The sense of accomplishment that comes from learning or mastering a new hobby builds confidence, which in turn enhances self-esteem. The satisfaction of improving in an area outside of academics can be incredibly rewarding and can provide a sense of achievement and motivation.

For college students, hobbies can also be a way to build meaningful social connections. Whether joining a club, attending a fitness class, or participating in group activities, hobbies create opportunities to meet like-minded individuals. These social interactions foster friendships and provide a support network, which can help combat feelings of isolation or homesickness that some students experience. Engaging in group hobbies also helps develop essential communication and teamwork skills that are valuable both in college and later in professional life.

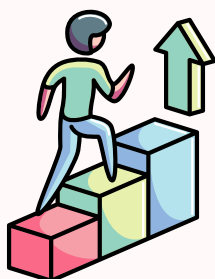




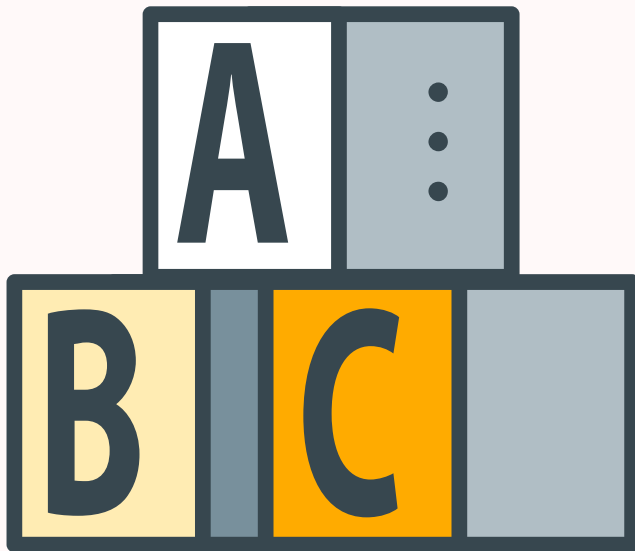
Certain hobbies, such as running, yoga, or playing sports, also contribute to physical well-being. Staying active through hobbies can improve overall health, boost energy levels, and reduce the risk of chronic conditions. For college students who may spend long hours studying, incorporating physical activities into daily routines can alleviate stress, improve sleep, and maintain physical fitness.

College can sometimes feel like a race toward graduation and career success, leading students to focus entirely on academics and professional goals. However, hobbies help restore balance. They remind students that life is not solely about achieving grades or preparing for a future career; it's also about personal enjoyment, exploration, and relaxation. Engaging in hobbies provides a much-needed break from the academic grind, helping students stay grounded and preventing burnout.

Incorporating hobbies into your college routine is not just about passing time—it's an investment in your overall well-being. Hobbies improve mental health, foster creativity, enhance focus, and build confidence. Whether you are looking to unwind after a stressful exam, develop new skills, or simply enjoy life outside of the classroom, hobbies are essential for personal growth. By making time for activities that bring you joy, you'll not only enhance your college experience but also lay a foundation for a fulfilling, balanced life.



English Grammar



TOPIC 1 - PREPOSITIONS

A preposition shows the relation of a noun or pronoun with another. A preposition is a word used to link nouns, pronouns, or phrases to other words within a sentence.

Example :

- We will be meeting **on** Friday.
- Finn stood **opposite** Lisa.

A preposition can be classified based on its usage and functionality.

CLASSIFICATION BASED ON USAGE:

A preposition can be classified into five types:

1. Preposition of Time
2. Preposition of Place
3. Preposition of Direction
4. Preposition of Purpose
5. Preposition of Comparison



1. Preposition of Time:

Used to show when something is happening.

Example :

- Can you come **after** some time?
- We have been asked to work from home **until** the end of May.
- The supermarket will be closed **from** 9 p.m. to 9 a.m.
- We will be meeting **on** Friday.
- Ashish slept **during** the movie.

2. Preposition of Place:

Indicate the place or position of something.

Example :

- Edwin hid **behind** the door.
- The dog jumped **over** the fence.
- He was waiting **in front of** the EB office.
- Can you place the red roses in **between** the white daisies?
- she sits with her feet folded back **under** the chair.
- It's raining **outside**.



3. Preposition of Direction:

Used to denote the direction in which something travels or moves.

Example :

- The girl ran **towards** her father the moment she saw him.
- David jumped **into** the river to help his sister.
- Veda passed the book **to** Hema.
- Neha lives **across** the street.
- When will Ananya be returning **from** London?



4. Preposition of Purpose:

Used to clarify why something is done, indicating the purpose or goal.

Example :

- He came home early **in order to** see the children before they went to bed.
- She started a business **with the aim of** doing something she was passionate about.
- She went to the store **for** some groceries.
- She traveled **to** a foreign country for cultural exposure.



5. Preposition of Comparison:

Used to show how two or more things relate to each other in terms of similarity, difference, or proportion.

Example :

- She sings **like** an angel.
- **Unlike** his brother, he prefers reading.
- Painters **such as** Picasso are rare.
- **Rather than** wishing for a change, you first must be prepared to change.



CLASSIFICATION BASED ON FUNCTIONALITY:

A preposition can be classified into five types:

1. Compound Preposition
2. Double Preposition
3. Participle Preposition
4. Prepositions of Spatial Relationship
5. Prepositional Phrase



1. Compound Preposition:

A compound preposition is a preposition that consists of two or more words.

Example :

- The cat is jumping **around** the seat.
- **Amongst** all the children, Nancy stayed calm and saved the drowning kid.
- There's a metro station **beneath** this ground.
- Once **upon** a time, there was a brave princess.
- They walked slowly along the road.





2. Double Preposition:

Two prepositions are used together to convey a specific meaning or relationship between elements in a sentence.

Example :

- My son emerged **from behind** the curtains to scare me.
- **According to** the meteorology department, it is going to rain tonight.
- It is **up to** nature to replenish our renewable resources.
- Zeal is something that comes from **within** a person.

3. Participle Preposition:

Verbs that act as a preposition, usually end with a suffix such as -ed/en and -ing.

Example :

- Everyone, please keep quiet **during** the class.
- Our teacher sometimes gets **frustrated** with us.
- **Considering** my grandfather's age, we keep our travels less exhausting.
- Everyone attended the gala **including** the President himself.



4. Prepositions of Spatial Relationship:

Space prepositions describe the position or location of something in relation to something else, like inside, outside, beside, etc.

Example :

- Naina sat leaning **against** the wall.
- The circus was stationed **opposite** the children's park.
- Vishal sat **beside** the stairs.
- We spent the evening walking **around** the lake.



5. Prepositional Phrase:

A combination of a preposition and a noun.

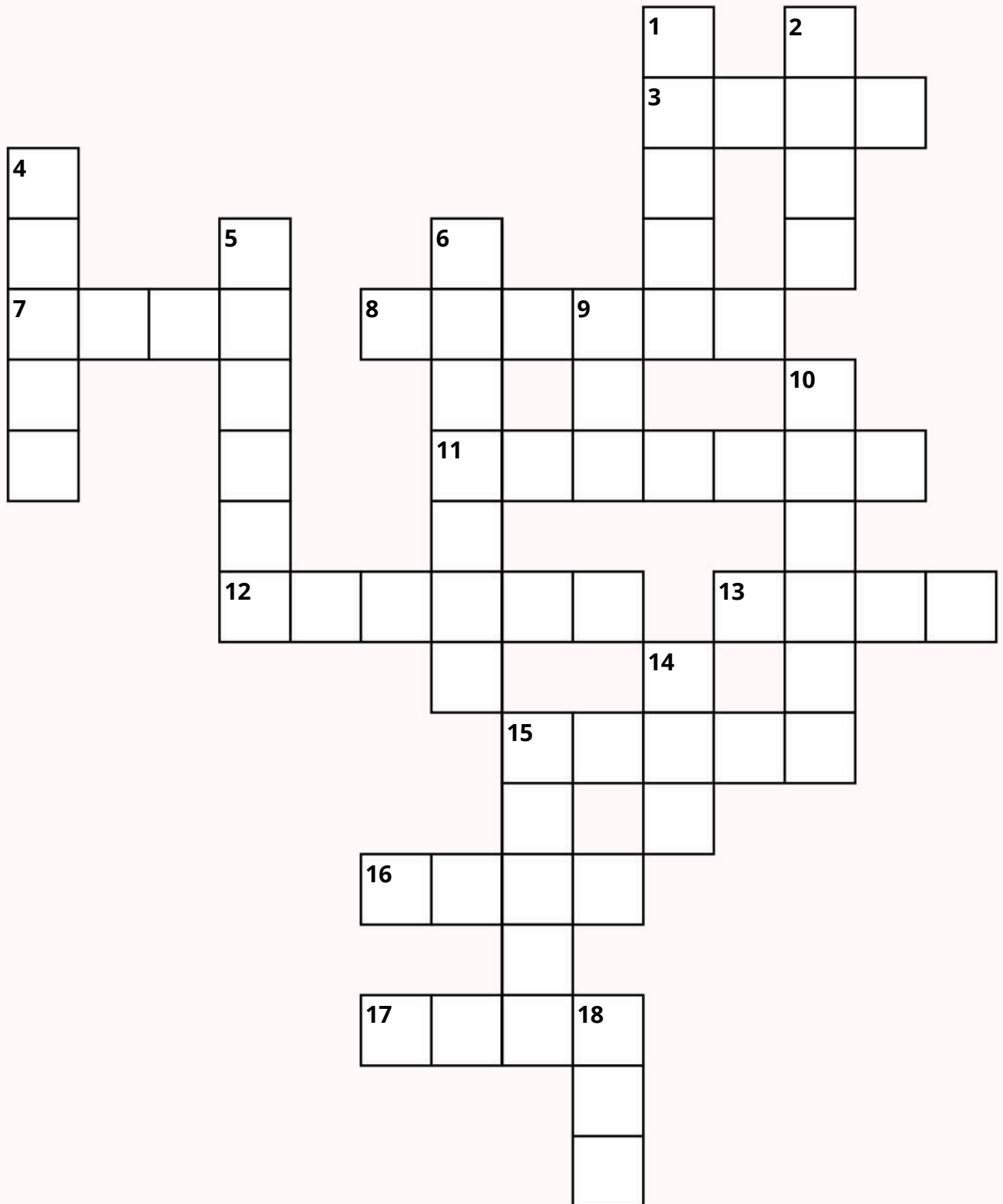
Example :

- My little brother collected my trophy **on behalf of** my sister.
- The show got cancelled **because of** the sudden rain.
- **Over time**, the wounds on my cat's paws healed.
- **In spite of** being the best soccer team, we didn't win.



ACTIVITY BASED ON WHAT WE'VE LEARNT!

Exercise A: CROSSWORD PUZZLE - PREPOSITIONS



Across

3. I ran ___ the playground to get to class on time.
7. I have a green jacket just ___ my brother's.
8. I need to brush my teeth ___ I go to bed.
11. I had to go a week ___ video games because of my behaviour.
12. We all liked chocolate ice cream ___ Fred.
13. I went to Disneyland last week ___ My family.
15. I followed ___ the yellow brick road.
16. The story began once ___ a time.
17. I rolled ___ my side to get more comfortable.

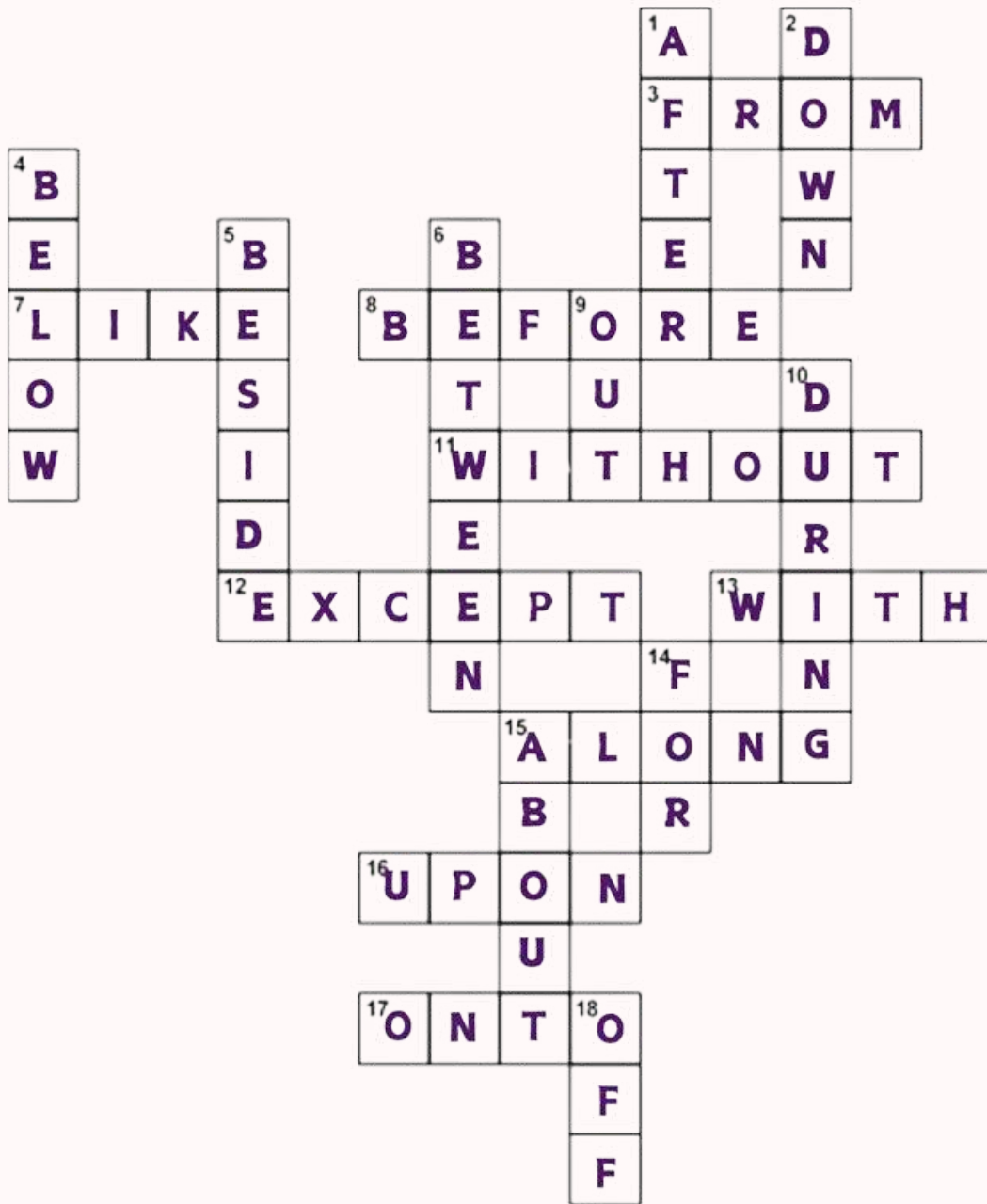


Down

1. You may have dessert ___ you finish your dinner.
2. I walked ___ the stairs into the basement.
4. I crawled ___ my desk to find my pencil.
5. She stood ___ me as we walked into the mall.
6. I sandwiched my bookmark ___ the pages to save my spot.
9. I threw ___ the trash.
10. Please do not talk ___ the test.
14. We went out ___ pizza.
15. We have ___ half a cup of milk left.
18. I jumped ___ the rock into the gravel.



ANSWER BANK:



TOPIC 2 - ADJECTIVES

An adjective is a word that describes or modifies a noun or pronoun, giving more detail about it. Adjectives provide information such as the quality, quantity, size, shape, or other attributes of the noun they modify.

Example :

- She wore an **elegant** dress to the party.

In this sentence, “**elegant**” is an adjective that describes the noun “**dress**” by indicating its style or quality.

TYPES OF ADJECTIVES:

Adjectives in English are broadly classified into 7 types –

1. Descriptive Adjectives
2. Quantitative Adjectives
3. Demonstrative Adjectives
4. Possessive Adjectives
5. Interrogative Adjectives
6. Proper Adjectives
7. Compound Adjectives



TYPE	USAGE & EXAMPLES	SENTENCE EXAMPLE
1.Descriptive Adjectives	Describes the qualities or state of a noun (e.g., beautiful, happy, tall, colourful, noisy)	<ul style="list-style-type: none"> The beautiful sunset painted the sky in hues of pink and orange. She gave a happy smile after receiving the gift. The tall building stood out in the city skyline. They had a colourful mural on the wall. The noisy crowd cheered loudly at the concert.
2. Quantitative Adjectives	Indicates the quantity or amount of the noun (e.g., some, many, few, several, numerous)	<ul style="list-style-type: none"> I have some extra tickets if you need them. Many people attended the event. She bought a few groceries because she was in a hurry. We need several volunteers for the project. There were numerous options on the menu.
3. Demonstrative Adjectives	Points out specific nouns. (e.g., this, that, these, those)	<ul style="list-style-type: none"> This book is my favourite. That painting looks amazing. These cookies are freshly baked. Those shoes are on sale.
4. Possessive Adjectives	Shows ownership or relation (e.g., my, your, his, her, its, our, their)	<ul style="list-style-type: none"> My laptop is not working properly. Your idea is brilliant. His car is parked outside. Her voice is very soothing. Our house is near the park.
5. Interrogative Adjectives	Used to ask questions about nouns. (e.g., which, what, whose)	<ul style="list-style-type: none"> Which route should we take to avoid traffic? What colour do you prefer for the walls? Whose book is this on the table?
6. Proper Adjectives	Derived from proper nouns; specify or describe categories or origin. (e.g., American, Shakespearean, French, Victorian, Italian)	<ul style="list-style-type: none"> They enjoyed a French meal at the new restaurant. She wore a Victorian dress to the welcome party. She watched a Shakespearean play at the theatre. The American football game was exciting. He decorated his room in an Italian style.
7. Compound Adjectives	Consists of two or more words combined to describe a noun. (e.g., high-pitched, well-known, old-fashioned, part-time)	<ul style="list-style-type: none"> She has a high-pitched voice that can be heard from far away. He is a well-known author in the literary community. They lived in an old-fashioned house with vintage décor. She has a part-time job at the bookstore.

DEGREES OF COMPARISON

A degree of comparison is a form of an adjective that is used to compare a person or thing possessing the same quality with another. It is related to the adjective or adverb in a sentence. There are three degrees of comparison and they are,

DEGREE	MEANING	FORMATION	EXAMPLE	SENTENCE
POSITIVE	Describes a quality without comparison	Base form of the adjective or adverb	<ul style="list-style-type: none"> • Happy • Intelligent 	<ul style="list-style-type: none"> • She is happy. • Sam is very intelligent
COMPARATIVE	Compares two things, showing a greater or lesser degree	Add “-er” or use “more” before the adjective or adverb	<ul style="list-style-type: none"> • Happier • More intelligent 	<ul style="list-style-type: none"> • She is happier than her friend. • Sam is more intelligent than Tina.
SUPERLATIVE	Indicates the highest or the lowest degree among three or more.	Add “-est” or use “most” before the adjective or adverb	<ul style="list-style-type: none"> • Happiest • Most intelligent 	<ul style="list-style-type: none"> • She is the happiest person in the group. • Sam is the most intelligent student in the class.



RULES AND POINTS TO REMEMBER WHILE USING THE DEGREES OF COMPARISON:

- The first thing that you should remember about degrees of comparison is that they are used to compare adjectives and adverbs.
- The positive degree of comparison is the base form of the adjective or adverb and does not allow any comparison.
- The comparative degree of comparison is used to compare two nouns that possess or do not possess the same qualities. It is mostly indicated by the addition of '-er' to the end of the adjective.
- The comparative degree of comparison is always indicated by the addition of 'than' after the comparative form of the adjective.
- The superlative degree of comparison is used to show which of the nouns possess the greatest or least of the quality or qualities. It is indicated by the use of the article 'the' before the adjective and the addition of '-est' to the end of the adjective.
- Make sure you retain any additional details that are there in the sentence when you are using the comparative or superlative degree of comparison.

The rules for adding '-er' and '-est' to form the comparative and superlative degrees of comparison do not apply uniformly to all adjectives. Different types of adjectives follow distinct patterns.



FORMATION OF COMPARATIVE & SUPERLATIVE DEGREES OF ADJECTIVES:

- TYPE 1: Adding the suffixes “-er” and “-est” to a monosyllabic adjective’s last consonant



POSITIVE	COMPARATIVE	SUPERLATIVE
Big	Bigger	Biggest
Thin	Thinner	Thinnest
Fat	Fatter	Fattest
Hot	Hotter	Hottest
Slim	Slimmer	Slimmest
Sad	Sadder	saddest

- TYPE 2: Adding the suffixes “-er” and “-est” to monosyllabic adjectives in which the final consonant is followed by a different consonant or by two vowels



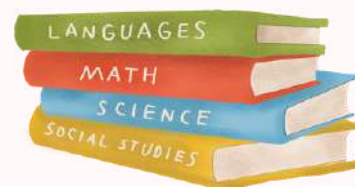
POSITIVE	COMPARATIVE	SUPERLATIVE
Bright	Brighter	Brightest
Short	Shorter	Shortest
Weak	Weaker	Weakest
Long	Longer	Longest
Smart	Smarter	Smartest
Tall	Taller	Tallest
Cool	Cooler	Coolest
Dark	Darker	Darkest

POSITIVE	COMPARATIVE	SUPERLATIVE
Sweet	Sweeter	Sweetest
Kind	Kinder	Kindest
Cheap	Cheaper	Cheapest
Fast	Faster	Fastest
Quick	Quicker	Quickest
Young	Younger	Youngest
Great	Greater	Greatest
Rich	Richer	Richest
Bold	Bolder	Boldest
Clever	Cleverer	Cleverest



- TYPE 3: Adjectives ending in “e” are given the “-r” and “-st” suffixes

POSITIVE	COMPARATIVE	SUPERLATIVE
Large	Larger	Largest
Close	Closer	Closest
Dense	Denser	Densest
Simple	Simpler	Simplest
Fine	Finer	Finest
Noble	Nobler	Noblest
Pale	Paler	Palest
Nice	Nicer	Nicest
Humble	Humbler	Humblest
Brave	Braver	Bravest



- TYPE 4: Adjectives with a 'y' ending are given the suffixes -ier and -iest

POSITIVE	COMPARATIVE	SUPERLATIVE
Funny	Funnier	Funniest
Happy	Happier	Happiest
Dry	Drier	Driest
Lazy	Lazier	Laziest
Easy	Easier	Easiest
Heavy	Heavier	Heaviest
Wealthy	Wealthier	Wealthiest
Costly	Costlier	Costliest
Busy	Busier	Busiest
Dirty	Dirtier	Dirtiest
Healthy	Healthier	healthiest



- TYPE 5: Adding “more” and “most” to adjectives with multiple syllables

POSITIVE	COMPARATIVE	SUPERLATIVE
Comfortable	More comfortable	Most comfortable
Beautiful	More beautiful	Most beautiful
Sensible	More sensible	Most sensible
Ignorant	More ignorant	Most ignorant
Attractive	More attractive	Most attractive
Important	More important	Most important
Active	More active	Most active



POSITIVE	COMPARATIVE	SUPERLATIVE
Popular	More popular	Most popular
Loyal	More loyal	Most loyal
Difficult	More difficult	Most difficult
Proper	More proper	Most proper
Likely	More likely	Most likely

- TYPE 6: Irregular adjectives

POSITIVE	COMPARATIVE	SUPERLATIVE
Good	Better	Best
Bad	Worse	Worst
Far	Farther/further	Farthest/furthest
Late	Later	Latest
Much	More	Most
Little	Less	Least
Many	More	Most



ACTIVITY BASED ON WHAT WE'VE LEARNT!

Exercise B: Fill in the blanks with the correct degree of comparison:

1. The roads of Chandigarh are much _____ than the other cities of India. (wide)
2. The peacock is one of the _____ birds. (beautiful)
3. Silver is _____ than iron. (heavy)
4. Ashoka was one of the _____ emperors of India. (wise)
5. Einstein was the _____ scientist of his time. (intelligent)
6. Sonali is the _____ girl I've ever met. (friendly)
7. The book is _____ than that. (interesting)
8. Health is _____ than wealth. (important)
9. Platinum is the _____ of all the metals. (expensive)
10. Darshan is _____ than Raju. (smart)





ANSWER BANK:

1. The roads of Chandigarh are much **wider** than the other cities of India.
2. The peacock is one of the **most beautiful** birds.
3. Silver is **heavier** than iron.
4. Ashoka was one of the **wisest** emperors of India.
5. Einstein was the **most intelligent** scientist of his time.
6. Sonali is the **friendliest** girl I've ever met.
7. The book is **more interesting** than that.
8. Health is **more important** than wealth.
9. Platinum is the **most expensive** of all the metals.
10. Darshan is **smarter** than Raju.





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