

SUCCESS AVENUE

# CONTENTS

## SEMESTER – I

### PROSE

Unit 1: The Beggar

Anton Chekhov

Unit 2: Black Money and the Black Economy

C. Rammanohar Reddy

Unit 3: The Nightingale and the Rose

Oscar Wilde

Unit 4: Muhammad Yunus: An Economics for  
Peace

Farida Khan

# POETRY

Unit 1: Up-Hill

Christina Rossetti

Unit 2: Stay Calm

Greenville Kleiser

# COMMUNICATION AND LIFE SKILLS

Unit 1: Meeting and Greeting People, and  
Dialogues

Unit 2: Group Discussions, and Interview and  
Interviewing Skills

Unit 3: Presentation Skills

## SEMESTER – II

### PROSE

Unit 1: Indra Nooyi : A Corporate Giant

Unit 2: Appro JRD

*Sudha Murthy*

Unit 3: Fur

*Saki*

Unit 4: After Twenty Years

*O. Henry*

# POETRY

Unit 1: O Captain! My Captain!

Walt Whitman

Unit 2: A Prayer for My Daughter

W. B. Yeats

# COMMUNICATION AND LIFE SKILLS

Unit 1: Letter Writing, Report Writing and Blog Writing

Unit 2: Resume Writing and E-Mails

Unit 3: Non-verbal Communication

# Up-Hill

## -CHRISTINA ROSETTI

### ○ About the Poet

Christina Georgina Rossetti (1830-1894) was the influential Pre-Raphaelite artist and poet. She started writing from a very young age, as she grew older, experimented with many poetic forms. Her most well-known book of verse, *Goblin Market and Other Poems*. Within a few years, she was seen as one of the most important female poets of her time and her work has been acknowledged as an influence on many later writers.

### ○ About the Poem

Rossetti's allegorical poem 'Up-hill' compares life to a painful journey. The poem takes the form of a series of questions: one voice asks questions about the journey, while a second voice provides answers to them. We learn that the journey will be long, difficult and at the end. The poem is typical of Victorian religious poetry, which counsels goodness, duty and sacrifice in the midst of suffering, and promises a heavenly reward in return.

# Up-Hill

Does the road wind up-hill all the way?

Yes, to the very end.

Will the day's journey take the whole long day?

From morn to night, my friend.

But is there for the night a resting- place?

A roof for when the slow, dark hours begin.

May not the darkness hide it from my face?

You cannot miss that inn.

Shall I meet other wayfarers at night?

Those who have gone before.

Then must I knock, or call when just in sight ?

They will not keep you waiting at that door.

Shall I find comfort , travel- sore and weak?

Of labour you shall find the sum.

Will there be beds for me and all who seek?

Yea, beds for all who come.

# STAY CLAM

## -GREENVILLE KLEISER

### ○ About the Poet

Greenville Kleiser(1868-1935) was the author of a long list of inspirational books and guides to oratorical success and personality development. Among his titles were Inspiration and Ideals ; Christ, the Master Speaker; How to succeed in Life, and Taking God into Partnership.

### ○ About the Text

In this poem, Kleiser counsels readers to keep calm in the face of the many big and small upsets of life, stating that a tranquil temperament is the most potent weapon one can have against adversity.

# Stay Calm

When you feel like saying something  
That you know you will regret,  
Or keenly feel an insult  
Not quite easy to forget,  
That's the time to curb resentment  
And maintain a mental peace,  
For when your mind is tranquil  
All your ill-thoughts simply cease.

It is easy to be angry  
When defrauded or defied,  
To be peeved and disappointed  
If your wishes are denied;  
But to win a worthwhile battle  
Over selfishness and spite,  
You must learn to keep strict silence  
Though you know you're in the right.

So keep your mental balance  
When confronted by a foe,  
Be it enemy in ambush,  
Or some danger that you know.  
If you are poised and tranquil  
When all around is strife,  
Be assured that you have mastered  
The most vital thing in life.

# COMMUNICATION AND LIFE SKILLS

## Meeting and Greeting People and Dialogues

The sounds of English come together to form words, and words are combined to form meaningful sentences that convey a complete thought-by making statements, asking questions, expressing wonder, joy, sadness or disgust. However, language is also used to perform several communicative functions. Thus, we use language to ask for directions, make a request, apologise or congratulate someone. Proficiency in performing these language functions in English is a very important part of learning to speak the language.

# Examples of Greeting and Taking Leave

## ● FORMAL

- Good morning, how are you ?
- I'm very well , thank you. What about you?
- I'm fine , thanks.
- We haven't met for quite sometime, have we ?
- It's pleasure to see you.
- It was nice meeting you, but I'm afraid I have to go now.
- I must leave. I hope you'll excuse me.
- That's quite all right. I hope we can meet again soon.
- Yes, I hope so too.
- Yes, please do come over.
- Bye, bye!

## ● INFORMAL

- Hello! What a lovely surprise!
- Good to see you after so long.
- Hi! Its great to see you too.
- How're you and where have you been?
- Just fine, thanks. How're things with you?
- Everything's okay, thanks.
- We must meet and catch up on what's happening.
- Yes, we must do that.
- Wish I could have stayed longer, but I must run.
- Sure, see you sometime. Bye,bye!

## ○ INTRODUCING YOURSELF

To “introduce yourself” means to tell people some basic information about yourself –things like:

- Your name
- Your occupation
- Where you’re from

## ○ INTRODUCING PEOPLE TO ONE ANOTHER

The purpose of introducing people is to give them an opportunity to know each other. Beyond just stating names of the two parties, the person making the introduction is often obligated to establish an acquaintance and help the two parties initiate a conversation.

# DIALOGUES

Conversation is not a mere utterance of words. Tone, facial expression and gestures add to what we say. Intonation, which is the rise and fall in pitch of the voice, also plays a vital role in effective spoken communication. Types of dialogues:

- Agreeing and disagreeing
- Introduction
- Apologies and Responses
- Enquiry
- Complaints

# GROUP DISCUSSION

When a group of people discuss a topic in an organised way, either in a professional or academic context, it is called a group discussion (GD).

Continuing a group discussion you should keep the following points in mind while carrying on the discussion:

- Turn taking
- Referring to arguments raised by others.
- Focusing on the topic
- Exploring different perspectives
- Carrying the discussion to a logical end
- Conclude

# INTERVIEW AND INTERVIEWING SKILLS

The keys to effectively interviewing include preparation , energy, enthusiasm and strategy. While giving interview you should be confident , full with knowledge and should know everything about company where you are going to join.