

கிருஷ்ணசாமி மகளிர் அறிவியல், கலை மற்றும் மேலாண்மையியல் கல்லூரி, கடலூர்.

## BRIDGE COURSE

தலைப்பு: சமுதாயத்தில் பெண்களின் பங்கு

பெயர்: ந.வெண்ணிலா

நாள்: 28.6.2018

நேரம்: 2.05-2.50

வகுப்பு: முதலாமாண்டு கணிதம்

1. தொடக்க காலத்தில் சமூகமுன்னேற்றத்தில் பெரும்பங்காற்றினர்.
2. மனித இனம் உணவுத்தேடலில் ஈடுபட்ட போது குழுக்களாக, நாடோடி நிலையில் தம் தேடல்களை மேற்கொண்டது. அத்தேடல் குழுக்களுக்கு தலைமையேற்று வழிநடத்திச் சென்றவள் பெண்.
3. வேட்டையாடி, உணவுத்தேடலின் போது பெண் வேட்டைத்தொழிலை மேற்கொண்டாள். பெண் மாதவிடாய் காலங்களில் தள்ளி வைக்கவில்லை. அந்நாட்களில் பெண் விதைவிதைக்கும் தொழிலை மேற்கொண்டாள்.
4. நாற்று பரித்தல், நடவு செய்தல், களை பரித்தல் என வேளாண் தொழிலைக்கண்டறிந்தாள்.
5. தமக்குத் தேவையான உணவு மீண்டும் வளர்ந்து பலன் கொடுக்கும் என்பதை உணர்ந்து தம் பேறுகால ஓய்வுகாலத்தில் உணர்ந்தாள்.
6. இத்தகைய பெண்ணினம் இடைக்கால ஆரியர் வருகையால் சாத்திரங்கள், சடங்குகள், மூடநம்பிக்கைகளுக்கும் அடக்குமுறைக்கும் ஆட்படத்தப்பட்டாள்.
7. ஆணாதிக்கம் மேலோங்கி, பெண் மேற்கொண்டிருந்த குழுத்தலைமை, வேட்டைத்தொழில், வேளாண்மை ஆண்வசப்பட்டது. இதனால் பெண் இரண்டாம் நிலைக்குத் தள்ளப்பட்டாள்.
8. தற்காலத்தில் பெண்கள் சுதந்திரம் பெற்று கல்வி, தொழில் நுட்ப வளர்ச்சியில் தம்மை பதிவு செய்து கொண்டு முன்னேற்றமடைந்தாலும். பெண்களுக்கான சமஉரிமைகள்

கொடுக்கப்படவில்லை. உழைப்பு சுரண்டல், ஊதிய குறைவால் பெண் பின்னுக்குத் தள்ளப்படுகிறாள்.

9. இன்றைய நாட்களில் குடும்பமாகிய நிறுவனத்திற்குப் பெண்ணின் பங்களிப்பு மிகுதியாகத் தேவைப்படுகிறது.
10. பெண்களுக்குப் பாதுகாப்பு குறைந்துள்ளது. பெண் தன்னிச்சையாகச் செயல்படும் சூழல் முழுமையடையவில்லை.
11. பெண்களுக்குத் தகுந்த பாதுகாப்பும், உரிமைகளும் நிராகரிக்கப்போற்றப்பட வேண்டும்.
12. 'ஆளுமை' என்பது ஆணிற்கும் பெண்ணிற்கும் பொது என்பதை உணர வேண்டும்.
13. சமூக வளர்ச்சியில் பெண்களின் பங்களிப்பை மேம்படுத்த வேண்டும்.

பெண் நாட்டின் கண்கள்!

பெண் கல்வி போற்றுதல் வேண்டும்!

பெண் பாதுகாப்பை விரிவுபடுத்த வேண்டும்!



## MAKE A LIFE EASY

Life is beautiful but not always easy, it has problems, too, and the challenge lies in facing them with courage, letting the beauty of life act like a balm, which makes the pain bearable, during trying times, by providing hope.

Happiness, sorrow, victory, defeat, day-night are the two sides of the me coin. Similarly life is full of moments of joy, pleasure, success and comfort punctuated by misery, defeat, failures and problems. There is no human being on Earth, strong, powerful, wise or rich, who has not experienced, struggle, suffering or failure.

No doubt, life is beautiful and every moment – a celebration of being alive, but one should be always ready to face adversity and challenges. A person who has not encountered difficulties in life can never achieve success.

Difficulties test the courage, patience, perseverance and true character of a human being. Adversity and hardships make a person strong and ready to face the challenges of life with equanimity. There is no doubt that there can be no gain without pain. It is only when one toils and sweats it out that success is nourished and sustained.

Thus, life is and should not be just a bed of roses; thorns are also a part of it and should be accepted by us just as we accept the beautiful side of life.

The thorns remind one of how success and happiness can be evasive and thus not to feel disappointed and disheartened rather remember that the pain of thorns is short-lived, and the beauty of life would soon overcome the prick of thorns.

Those, who are under the impression that life is a bed of roses are disillusioned soon and become victims of depression and frustration. One who faces difficulties with courage and accepts success without letting it go to its head is the one who experience real happiness, contentment and peace in life.

Those, who think, that good times last forever, easily succumb to pressure during difficulties. They do not put in required hard work and efforts because they break down easily.

You can take the example of a student, who burns the mid night oil, makes sacrifices and resists temptations so that he can perform well. Similarly, a successful executive has to face the ups and downs of life, not forgetting that life is a mix of success and failure, joy and sorrow.

If he loses hope during difficult times, he would not achieve success and would be replaced by others. Even the strongest Kings and Emperors have had their cup of woes.



K. Adhikari

## ACHIEVEMENTS OF WOMEN (Through education)

Girl Education was never considered necessary in the previous time. But over the period of time people have realized the importance of a girl's education. It is now considered as the awakening of girls in the modern era. Women are now competing with men in all the spheres of life. But still, there are people who oppose girl's education because they believe that a girl's sphere is at home and also they think that it is wastage of money to spend on a girl's education. This thought is wrong as girl education can bring an uprising in the culture.

There are a lot of advantages involved in the education of girls. A well-educated and grown up girl can play an important role in the development of the country. An educated girl can share the load and burden of the men in different fields. A well-educated girl if not forced to marry in her early age, can serve as writer, teacher, advocate, doctor, and scientist. She can perform very well in other important fields too.

Education is a boon for girls in this age of economic crises. In today's time, it is really difficult to meet both the ends in a middle-class family. After the marriage, an educated girl can work and help her husband in bearing the expenses of the family. She can also earn if in case her husband expires and there is no helping hand in the family.

Education also broadens the thought of the women, thus it helps in the good upbringing of her children. It also gives her the freedom of thought to decide what best is there for her and the family.

Education helps a girl become economically independent while she knows her rights and women empowerment which helps her to fight against the problem of gender inequality.

Education is an essential part of a living being, whether it's a boy or a girl. Education helps an individual to be smarter, to learn new things and to know about the facts of the world. Education plays one of the most important roles in Women



கிருஷ்ணசாமி மகளிர் அறிவியல், கலை மற்றும் மேலாண்மையியல் கல்லூரி, கடலூர்.

### BRIDGE COURSE

தலைப்பு: தமிழர் பண்பாடும் நாகரிகமும்

பெயர்: ந.வெண்ணிலா

நாள்: 29.6.2018

நேரம்: 2.05-2.50

வகுப்பு: முதலாமாண்டு கணிதம்

தமிழனென்று சொல்ல! தலைநிமிர்ந்து நில்லடா!

- \* தமிழர் நாகரிகத்தையும் பண்பாட்டையும் இரு கண்களாகப்போற்றினர்.
- \* நாகரிகத்தை நடை, உடை, பாவணைகளில் மெருகேற்றினர். ஆடைகளை நவநாகரிக நிலையில் உருவாக்கினர்.
- \* உணவின் முக்கியத்துவத்தை உணர்ந்த முன்னேர் விருந்தோம்பலை போற்றினர்.
- \* உண்டிக்கொடுத்தோர் உயிர் கொடுத்தோர் உயிர்க்கொடுத்தோர் என்பதை ஊக்குவித்தனர்.
- \* தமிழரின் தொன்மைச் சிறப்பு விருந்தோம்பலாகும்.
- \* பேச்சிலும், செயல்பாட்டிலும் நாகரிகத்தைக் கடைப்பிடித்தனர்.
- \* நட்பை நாகரிகத்தின் உயிர்மூச்சாக கருதினர்.
- \* நட்பை உன்னதமாகக் கருதினர்.
- \* நட்புடையோர் நஞ்சையும் உண்ணும் உண்மைத்தன்மைக்கு தலைப்பட்டோர் தமிழர்.  
பாடறிந்து ஒழுகும் பண்புடையோர்.
- \* சடங்குகளையும் திருவிழாக்களையும் போற்றினர். இவ்விழாக்கள் அறிவியலும் ஆக்கமும் மிக்கதாக இருந்தது.
- \* தமிழரின் திரமணவிழா பண்பாட்டின் மேன்மைத்தன்மையினை விளக்கும் வகையில் அமைந்தது.  
மனிதரின் பக்குவ நிலையை விளக்குவது பண்பாடாகும்.

\*ஆண் பெண் வாழ்வியலின் வழி பண்பாட்டின் நிலையை உள்ளங்கை நெல்லிக்கனியென அறிந்துகொள்ள முடிகிறது

\*எனவே பண்பாடுமும் பண்பாடும் தமிழரின் மேன்மைத்தன்மையின் அடையாளமாகும்.

கிருஷ்ணசாமி மகளிர் அறிவியல், கலை மற்றும் மேலாண்மையியல் கல்லூரி, கடலூர்.

### BRIDGE COURSE

தலைப்பு: பிழையின்றி எழுதலாம்

பெயர்: ந.வெண்ணிலா

நாள்: 28.6.2018

நேரம்: 2.05-2.50

வகுப்பு: முதலாமாண்டு தமிழ்

- தமிழ் இனிமையும் எளிமையும் உடைய மொழி.
- கற்றலுக்கும் கேட்டலுக்கும்



## Word 2010 - SHORTCUTS/QUICK KEYS

Keyboard Shortcuts	
Action	Keys
<b>Working with Documents</b>	
New document	Ctrl + N
Open	Ctrl + O
Save	Ctrl + S
Print	Ctrl + P
Close document or window	Ctrl + W, Ctrl + F4
Close all and exit Word	Alt + F4
<b>Editing Tools</b>	
Find	Ctrl + F
Repeat last find	Shift + F4
Replace	Ctrl + H
Go To	Ctrl + G
<b>Using Different Document Views</b>	
Normal view	Alt + Ctrl + N
Page layout view	Alt + V, P
Outline view	Alt + Ctrl + O
Print preview	Ctrl + F2
Show/Hide ¶	Ctrl + Shift + *
<b>Inserting</b>	
Page break	Ctrl + Enter, Enter
Section break	Ctrl + Enter, N
Nonbreaking space	Ctrl + Shift + Spacebar
Column break	Ctrl + Shift + Enter
Date code	Alt + Shift + D
Time code	Alt + Shift + T
Page number code	Alt + Shift + P
<b>Formatting</b>	
Copy formatting (select text)	Ctrl + Shift + C
Apply formatting (select text)	Ctrl + Shift + V
Font dialog box	Ctrl + D
Paragraph formatting	Alt + O, P
Tabs dialog box	Alt + O, T
Add borders and shading	Alt + O, B
Number or Bullets	Alt + O, N
<b>Tools</b>	
Spelling	F7
Thesaurus	Shift + F7
AutoCorrect	Alt + T, A
<b>Other</b>	
Update fields	F9
Display fields	Alt + F9
Mark Table of Contents	Alt + Shift + O
Mark citations in TOA	Alt + Shift + I
Switch to next toolbar	Ctrl + Tab

Tables	
Action	Keys
<b>Selecting</b>	
Select Table	Alt + 5 on Numeric Keypad (NumLock Should be off)
Select Cell	Shift + →
<b>Moving</b>	
Move forward one cell	Tab
Move backward one cell	Shift + Tab
Move up one cell	↑
Move down one cell	↓
Move to first cell in row	Alt + Home
Move to last cell in row	Alt + End
Move to first cell in column	Alt + Page Up
Move to last cell in column	Alt + Page Down
<b>Other</b>	
Recalculate formula	F9
Insert tab	Ctrl + Tab
Insert row	Tab when in last cell
Switch rows	Alt + Shift + ↑ / ↓
<b>Menu Commands</b>	
Shortcut menu	Shift + F10
(or click with right mouse button)	
Cancel command (close the menu)	Esc
Help	F1
<b>Windows &amp; Word Shortcuts</b>	
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Help	F1
Switch to next open program	Alt + Tab
Close a window/dialog box	Esc
<b>Styles Shortcuts</b>	
Normal	Ctrl + Shift + N
List Bullet	Ctrl + Shift + L
Go to Style Box	Ctrl + Shift + S
Heading 1	Ctrl + Alt + 1
Heading 2	Ctrl + Alt + 2
Heading 3	Ctrl + Alt + 3
Heading 4-9	Ctrl + Alt + (heading #)



Navigating	
To Move	Press
Character right	→
Character left	←
Line down	↓
Line up	↑
Word right	Ctrl + →
Word left	Ctrl + ←
End of line	End
Beginning of line	Home
Paragraph down	Ctrl + ↓
Paragraph up	Ctrl + ↑
End of document	Ctrl + End
Beginning of document	Ctrl + Home
Screen up / Screen down	Page Up / Page Down
Top of next page	Ctrl + Page Down
Top of previous page	Ctrl + Page Up
Go to a page number	Ctrl + G or F5
Find text	Ctrl + F

Text Formatting	
Text Attribute	Press
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Underline single word	Ctrl + Shift + W
Small caps	Ctrl + Shift + K
All Caps	Ctrl + Shift + A
Change case	Shift + F3
Hidden Text	Ctrl + Shift + H
Change the font	Ctrl + Shift + F
Increase font size 1 pt	Ctrl + [
Decrease font size 1 pt	Ctrl + ]
Increase font size to preset	Ctrl + Shift + >
Decrease font size to preset	Ctrl + Shift + <
Remove formatting	Ctrl + Spacebar

Selecting	
To Select	Press
Character right	Shift + →
Character left	Shift + ←
End of a word	Ctrl + Shift + →
Beginning of a word	Ctrl + Shift + ←
End of line	Ctrl + End
Beginning of line	Shift + Home
End of paragraph	Ctrl + Shift + ↓
Beginning of paragraph	Ctrl + Shift + ↑
End of document	Ctrl + Shift + End
Beginning of document	Ctrl + Shift + Home
Entire document	Ctrl + A
Extend a selection	Shift, →
Using The Mouse	
Word	Double-Click
Sentence	Ctrl + Click
Paragraph	Double-Click in left margin
Document	Ctrl + Click in left margin

Paragraph Formatting	
Paragraph Attribute	Press
Line break	Shift + Enter
Align left	Ctrl + L
Align center	Ctrl + E
Align right	Ctrl + R
Justify	Ctrl + J
Left indent	Ctrl + M
Decrease left indent	Ctrl + Shift + M
Increase hanging indent	Ctrl + T
Remove hanging indent	Ctrl + Shift + T
Single spacing	Ctrl + 1
1.5 line spacing	Ctrl + 5
Double	Ctrl + 2
Add/remove 1 line before	Ctrl + Ø
Remove formatting	Ctrl + Q

Function Key Shortcuts					
Function	Key Only	SHIFT + Key	CTRL + Key	CTRL/SHIFT + Key	ALT + Key
F1	Help	Context Sensitive Help			Next Field
F2	Move text	Copy Text	Print Preview		
F3	Building Block (Autotext)	Change Case	Cut to the Spike	Insert Spike Contents	New Building Block
F4	Repeat action	Repeat Find/Go To	Close Window		Exit Word
F5	Go to	Go to Prior Revision	Restore Doc Window	Edit Bookmark	Restore Active Window
F6	Go to Next Task Pane	Go to Prior Task Pane	Go to Next Window	Go to Prior Window	Dialog Box Toggle
F7	Spellcheck	Thesaurus	Move Command	Update Links	Next Misspelling
F8	Extend Selection	Shrink Selection		Vertical Block Selection	Run a Macro
F9	Update Fields	View Field Codes	Insert Empty Field	Unlink Field	View Field Code
F10	Activate Ribbon	Activate Shortcut Menu	Maximize Doc Window	Activate Ruler	Selection Pane
F11	Next Field	Go to Prior Field	Lock Field	Unlock Field	VB Codes
F12	File Save As	File Save	File Open	File Print	



### **Pepper spray:**

Pros and cons. Pepper spray, like other self-defence aids, can be a useful tool. However, it is important to understand that there can be significant drawbacks to its use. For example, did you know that it doesn't work on everyone? Surprisingly, 15-20% of people will not be incapacitated even by a full-face spray. Also, if you're carrying it in your purse, you will only waste time and alert the attacker to your intentions while you fumble for it. **Never depend on any self-defence tool or weapon to stop an attacker.** Trust your body and your wits, which you can always depend on in the event of an attack.

### **Home invasions:**

A crime on the rise. The primary way to prevent a home invasion is simply to **never, ever open your door unless you either are certain you know who's on the other side** or can verify that they have a legitimate reason for being there (dressing up as a repair person or even police officer is one trick criminals use). In the event that an intruder breaks in while you're home, you should have a safe room in your house to which you can retreat. Such a room should be equipped with a strong door, deadbolt lock, phone (preferably cell phone), and a can of pepper spray or fire extinguisher.

### **A travel tip:**

Violent crimes against women happen in the best and worst hotels around the world. Predators may play the part of a hotel employee, push their way through an open or unlocked door, or obtain a pass key to the room. As with home safety, **never open your door unless you are certain the person on the other side is legitimate, and always carry a door wedge with you** when you travel. A wedge is often stronger than the door it secures.

### **Safety in cyberspace:**

Although the Internet is educational and entertaining, it can also be full of danger if one isn't careful. When communicating on-line, use a nickname and always keep personal information such as home address and phone number confidential. Instruct family members to do the same. Keep current on security issues.

### **Pepper spray:**

Pros and cons. Pepper spray, like other self-defence aids, can be a useful tool. However, it is important to understand that there can be significant drawbacks to its use. For example, did you know that it doesn't work on everyone? Surprisingly, 15-20% of people will not be incapacitated even by a full-face spray. Also, if you're carrying it in your purse, you will only waste time and alert the attacker to your intentions while you fumble for it. **Never depend on any self-defence tool or weapon to stop an attacker.** Trust your body and your wits, which you can always depend on in the event of an attack.

### **Home invasions:**

A crime on the rise. The primary way to prevent a home invasion is simply to **never, ever open your door unless you either are certain you know who's on the other side** or can verify that they have a legitimate reason for being there (dressing up as a repair person or even police officer is one trick criminals use). In the event that an intruder breaks in while you're home, you should have a safe room in your house to which you can retreat. Such a room should be equipped with a strong door, deadbolt lock, phone (preferably cell phone), and a can of pepper spray or fire extinguisher.

### **A travel tip:**

Violent crimes against women happen in the best and worst hotels around the world. Predators may play the part of a hotel employee, push their way through an open or unlocked door, or obtain a pass key to the room. As with home safety, **never open your door unless you are certain the person on the other side is legitimate, and always carry a door wedge with you** when you travel. A wedge is often stronger than the door it secures.

### **Safety in cyberspace:**

Although the Internet is educational and entertaining, it can also be full of danger if one isn't careful. When communicating on-line, use a nickname and always keep personal information such as home address and phone number confidential. Instruct family members to do the same. Keep current on security issues.



#### **Online dating:**

- Use a reputable online dating service. Make sure the site uses anonymizers or re-mailers to mask your real email address. It is also a good idea to create a
- Never share your personal information with someone you meet separate email account specifically for online dating, such as where you live or work, your phone numbers or personal email address.
- Do not make your online profile overly provocative as cyber flirtation can easily escalate and send the wrong message.
- Once you do make a connection, take your time getting to know as much as you can about the person.
- If someone makes you feel uncomfortable, report it to the dating service right away. It is also helpful to keep copies of all email and chat exchanges.

#### **Safety Tips About Strangers:**

- To maintain security, avoid people who ask to use your cell phone in public.
- If going on a walk alone, stay in a public area.
- If someone begins to follow you, do not head directly home. Change your route and head to a public area or the police station.
- If passing someone while walking, keep a safe distance from him or her.
- If you feel like someone is following you in a shopping centre, mall, or grocery store, have a security guard walk you to your car.

The AIADMK IT Wing has launched the first-of-its-kind women safety application in Tamil Nadu. The app is called 'Ammavin Aran' meaning 'mother's fortress'.

The app will give the user details about the nearest police station and hospital along with map details and phone number. There is an in-built whistle, which can manipulate the phone speaker to create a loud noise when pressed by anyone in distress.

Also, the app carries an in-built call recorder and an 'Tips' icon to provide life saving information.

#### **Five safety tips for using a public computer**

- save your logon information
- Don't leave the computer unattended with sensitive information on the screen
- Erase your tracks
- Watch for over-the- Don't shoulder snoops
- Don't enter sensitive information into a public computer



### How to Write a Formal Letter

Formal letters--They can shape others' perceptions of you, inform the reader of a serious issue, or get you a job. There are two main types of business letter styles: block style and Administrative Management Style (AMS). Block style is the most commonly used formal letter format; it has a salutation and closing, and is good for letters to businesses you are applying to or someone you have met before. AMS style is more succinct and better for internal memos and situations where you have to be very direct.

Write the sender's address and telephone number on the top left hand side of the page. If you are representing a company, write the company's address. If you are the sender, write your address. Write your street address on the second line. Write your city, state, and zip code on the line below that. Include your telephone under your address.[1]

In cases where you represent a business, you can put your logo and address right in the middle of the page. Make sure to center it so that it looks uniform.

Place the date directly below the sender's address. It should be one line beneath the sender's address (two hard returns on a keyboard). The date is important for two reasons: if you're trying to get the person or organization to complete a task in a timely manner (send a paycheck, fix an order, etc.), it will give them a time frame to work with or if you need to save a copy of the letter for legal reasons or posterity, the date is absolutely necessary.

If you are writing in a Modified Block style, everything is formatted to the left except for the date and closing. When writing the date, tab over to the center of the page and place the date in the center.[2]

Place a comma between the month and the year.

Give the person you're addressing a salutation. "Dear Sir/Madam" works fine, or if you know the name of the person, address them directly; ensure, however, that you address them formally using "Rev.", "Dr.", "Mr.", "Mrs.", or "Ms.", and include their full name if known. Place a colon after the salutation and add a line (two hard returns) between the salutation and the body of the letter.

If you know the recipient and typically address them by his or her first name, it is fine to use only the first name.



## BASIC CONCEPTS OF DIGITAL

### What is a Computer?

A Computer is an electronic machine that can solve different problems, process data, store & retrieve data and perform calculations faster and efficiently than humans”.

### Digital Computer

The definition of a digital computer is the most commonly used type of computer and is used to process information with quantities using digits, usually using the binary number system.

*An example of a digital computer is a MacBook.*

### Binary Coding

All digital data used in computer systems is represented using 0s and 1s. Binary coding systems have been developed to represent text, numbers, and other types of data.

Each binary digit is known for short as a **bit**. One bit can only be used to represent 2 different values: 0 and 1. To represent more than two values, we need to use multiple bits. Two bits combined can be used to represent 4 different values: 0 0, 0 1, 1 0, and 1 1. Three bits can be used to represent 8 different values: 0 0 0, 0 0 1, 0 1 0, 1 0 0, 0 1 1, 1 0 1, 1 1 0 and 1 1 1.

Decimal number	Binary number
0	0
1	1
2	10
3	11
4	100
5	101
6	110
7	111
8	1000
9	1001
10	1010

The **American Standard Code for Information Exchange (ASCII)** was developed from telegraphic codes, but then was adapted to represent text in binary code in the 1960s and 1970s. The original version of ASCII used 7 bits to represent 128 different characters

### Number system:

A computer can understand the positional number system where there are only a few symbols called digits and these symbols represent different values depending on the position they occupy in the number.

### Decimal Number System

The number system that we use in our day-to-day life is the decimal number system. Decimal number system has base 10 as it uses 10 digits from 0 to 9. In decimal number system, the successive positions to the left of the decimal point represent units, tens, hundreds, thousands, and so on.



Step	Binary Number	Decimal Number
Step 1	10101 <sub>2</sub>	$((1 \times 2^4) + (0 \times 2^3) + (1 \times 2^2) + (0 \times 2^1) + (1 \times 2^0))_{10}$
Step 2	10101 <sub>2</sub>	$(16 + 0 + 4 + 0 + 1)_{10}$
Step 3	10101 <sub>2</sub>	21 <sub>10</sub>

**Note** – 10101<sub>2</sub> is normally written as 10101.

### Octal Number System

Characteristics of the octal number system are as follows –

- Uses eight digits, 0,1,2,3,4,5,6,7
- Also called as base 8 number system
- Each position in an octal number represents a 0 power of the base (8). Example, 1000<sub>8</sub> represents  $1 \times 8^0$ .
- Last position in an octal number represents a x power of the base (8). Example, 1000<sub>8</sub> represents  $1 \times 8^x$  where x represents the last position - 1

Example

Octal Number: 12570<sub>8</sub>

Calculating Decimal Equivalent –

Step	Octal Number	Decimal Number
Step 1	12570 <sub>8</sub>	$((1 \times 8^4) + (2 \times 8^3) + (5 \times 8^2) + (7 \times 8^1) + (0 \times 8^0))_{10}$
Step 2	12570 <sub>8</sub>	$(4096 + 1024 + 320 + 56 + 0)_{10}$
Step 3	12570 <sub>8</sub>	5496 <sub>10</sub>

**Note** – 12570<sub>8</sub> is normally written as 12570.

### Hexadecimal Number System

Characteristics of hexadecimal number system are as follows –

- Uses 10 digits and 6 letters, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, F
- Letters represent the numbers starting from 10. A = 10, B = 11, C = 12, D = 13, E = 14, F = 15
- Also called as base 16 number system
- Each position in a hexadecimal number represents a 0 power of the base (16). Example, 1000<sub>16</sub> represents  $1 \times 16^0$ .



- Last position in a hexadecimal number represents a  $x$  power of the base (16).

Example  $16^x$  where  $x$  represents the last position - 1

Example

Hexadecimal Number:  $19FDE_{16}$

Calculating Decimal Equivalent –

Step	Binary Number	Decimal Number
Step 1	$19FDE_{16}$	$((1 \times 16^4) + (9 \times 16^3) + (F \times 16^2) + (D \times 16^1) + (E \times 16^0))_{10}$
Step 2	$19FDE_{16}$	$((1 \times 16^4) + (9 \times 16^3) + (15 \times 16^2) + (13 \times 16^1) + (14 \times 16^0))_{10}$
Step 3	$19FDE_{16}$	$(65536 + 36864 + 3840 + 208 + 14)_{10}$
Step 4	$19FDE_{16}$	$106462_{10}$

Note –  $19FDE_{16}$  is normally written as 19FDE.

## Communications Skills

### Meaning, Examples, Types, Importance and Training

Whether we realise it or not, we are communicating ALL the time. And, given the number of platforms and devices that we use as we live out our daily lives, and the multi-tasking our routines call for, most of us are pretty good communicators.

### Examples of Communications Skills

Does your typical day look like this?

All these are examples of communication skills.

You share quality time, chit-chatting with your family before you leave for work;  
you use an app to call a cab as your car is in the garage;  
catch the news on your tablet in the cab while also sneaking a peek at your Facebook timeline;  
then you attend a slew of meetings at the office;  
reply to a flood of emails;  
video-conference with clients on another continent;  
let your smart phone order you lunch;  
spit some unprintable words at the moody coffee-maker in the pantry;  
and finally share some much-needed banter with your colleagues as you car-pool on the way back home.

And, oh, how could we forget? Even though a dinosaur in this digital age, there's the office grapevine that makes car-pooling that much more fun!

What are we getting at? Well, since the definition of communication is the act of transmitting a message, opinion, information, instructions, feedback or even gossip, we are saying something to someone pretty much every waking moment.

And since most of us spend a large part of each day working, in a work environment, structures or otherwise, business communication forms a large part of what we are saying.



Write the body of the letter. The body of the letter need not be more than three paragraphs. If you say it in three paragraphs or less then you're probably not being concise enough. Single space and justify each paragraph within the body.

In the first paragraph, write a friendly opening and then state the reason or goal of the letter straight to the chase.

In the second paragraph, use examples to stress or underline your point, if possible. Concrete examples are always better than hypothetical examples.

In the final paragraph, briefly summarize your purpose in writing and suggest how you might proceed further.

Sign off your letter with the appropriate salutation. Leave space between your salutation and your printed name for a signature, if possible. "Yours sincerely," "Sincerely," and "Best," are all acceptable. Leave a space under your printed name for your signature. Finish with your title underneath your signature if applicable.

If you are writing in Modified Block style, everything is left justified (the same as Block Style). Indent the date and the closing. Tab to the center of the page and then write your closing.

Place the recipient's name one line beneath the date (two hard returns on a keyboard). Include her title (Mr., Mrs., Ms., Miss, Dr. etc.). Follow the recipient's name with his/her job title. Below the name, write the name of the company. One line below that, write the recipient's street address. On the next line, write the recipient's city, state, and zip code.[3]

If you do not know the recipient's title, do some background research or call the company. Always use a woman's preference (Mrs. Ms., Miss or Dr.) If you do not know a woman's preference, use Ms.

## Talk slowly

Typically, good talkers don't rush into a conversation. They take their time when they reflect on something and when they say it out loud. They act as if they have all the time in the world. This makes them come off as centered and collected. Model this way of talking and you will create the same effect.

## 2. Hold more eye contact

Most people keep eye contact about 2/3 of the time or less when they talk. In my experience, it's a very good idea to hold eye contact just a bit more than that. This will convey confidence and interest in interacting with them.

## 3. Notice the details

People with good conversation skills tend to notice the kind of things that the average person doesn't notice, and to bring such details into the conversation. They may notice and point out an interesting ring on the other person's hand, a certain foreign accent, or a certain voice tone they use when saying a name. Thus, such individuals impress people in a very elegant manner.

## 4. Give unique compliments

Anybody can pay a generic compliment to try and get another person's appreciation. Charismatic people on the other hand are able to really pay attention to others, to look beyond the facade and thus, pay unique compliments. Do the same and besides wooing others, you may even help them find out things about themselves they didn't know.

## 5. Express your emotions

It's very rare to meet a person who is comfortable talking about their emotions and how certain things make them feel, especially with strangers. Yet this way of talking is a real virtue. Don't just present the facts, you're not a newspaper. Express your feelings about those facts. Keep in mind that it is at the emotional level that people connect best.





#### 6. Offer interesting insights

Anybody can talk about the news or express basic opinions. But good talkers can frequently tell you things you didn't know and that you'll find fascinating. This is why it's good to have knowledge into fields such as psychology or sociology, and bring such knowledge out at the right moments in a conversation.

#### 7. Use the best words

The ability to talk smoothly has a lot to do with choosing the precise words to convey your precise feelings or thoughts. Constantly develop your vocabulary and practice communicating as accurately as possible. It will help you develop a way with words and allow you to express yourself more easily.

\*\*\*

Conversational skills don't improve just like that. It takes time, practice and the ability to learn at a rapid rate from your own experiences. On top of this, they have virtually no limit to how far they can be developed.

Considering your relationships and social life constitute one of the fundamental components of your life, I believe it is worth embarking on a long-term journey of mastering your interpersonal abilities. It's a journey you won't regret.



✓

**Krishnasamy College Of Science, Arts And Management For Women,  
Cuddalore**

**BRIDGE COURSE - JUNE -- 2018**

வகுப்பு : I - C. S B1 & B2  
தலைப்பு : “முன்னேறு”  
ஆசிரியர் : முனைவர் . கோ. சரோஜா  
நாள் : 28 . 06 . 2018

**படிப்பது சுகம்**

பழைய நினைவுகள் அனைத்தையும் அப்படியே கழற்றி விடுங்கள் - ஒரு புதிய  
குளியல் போடுங்கள் - ஒவ்வொரு நீர்த்திவலையும் மகிழ்ச்சியானது என எண்ணுங்கள்.

“ படிப்பது இனிமேல் மகிழ்ச்சியானது

ஆத்மாவுக்கான உணவு

உயிரை நீட்டிக்கும் உன்னதம் “ - என்று திரும்பத் திரும்பச்  
சொல்லுங்கள் சுய மனோவசியம் செய்து கொள்ளுங்கள். - கண்களை மூடித் தியானம்  
செய்யுங்கள் . இனி விழிகளைத் திறந்து பாருங்கள்- புதிய ஒளி - புதிய வெளிச்சம் -  
புதிய உலகம். நம்பிக்கையோடு அமருங்கள் என்று மாணவிகளுக்கு விழிப்புணர்வு  
உண்டாக்கப்பட்டது

**படிப்பும் மறதியும்**

1. பதற்றம்
2. விருப்பமின்மை
3. பயம்
4. பயிற்சியின்மை
5. மறுமுறை படிக்காமை
6. புரிந்து கொள்ளாமை
7. குருட்டு மனப்பாடம்
8. கவனக்குறைவு
9. விழிப்புணர்வின்மை

என்று மறதிக்கு உண்டானக் காரணங்களைத் தெளிவாகக் கூறப்பட்டது.

**நல்ல புத்தகங்கள்**

உடற்பயிற்சியும் விளையாட்டும் நம்மைத் திடகாத்திரமாக வைத்துக்கொள்ள  
உதவும். புத்துணர்ச்சியையும் உற்சாகத்தையும் கொடுக்கும். சோர்வும் சோம்பலும்  
அண்டாமல் நம்மைக் குருவியைப் போல மகிழ்ச்சியாக வைத்திருக்க உதவும். மிகச்சிறந்த  
நூல்களைத் தேர்ந்தெடுத்து நாம் வாசிப்பது நம் தன்னம்பிக்கையை மேம்படுத்தும். ( எ.கா )  
ஆயிரஹாம் லிங்கனின் வாழ்க்கை. இவ்வாறாக மாணவிகளுக்கு எடுத்துக் கூறப்பட்டது.

10-07-18  
(A. SAROJA)  
Staff Signature

10/7/18  
HOD Signature  
(K. GEETHA)