

# Personality Development

VERBAL AND NON VERBAL COMMUNICATION

ORGANIZING THOUGHTS

CONFIDENCE BUILDING



**CLASS VI**

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## **PREFACE**

*Your body language shapes who you are.*

The author has made a conscious effort on a topic that we otherwise are often unaware about. Emphasising on the importance of 'Body Language' in communication, the story illustrates how we often reveal our innermost feelings unconsciously through non-verbal cues like facial expression, gestures, body posture etc., which are powerful communication tools. It helps to identify hidden emotions in others and even makes one feel more powerful and charismatic.

In fact, it is said that 'Body language' gives us more information about a speaker (55%), than his/her spoken words (only 7%). For example, when a person looks down while speaking it shows he/she is uncomfortable or lacks confidence, when someone leans forward while talking it shows he/she is interested or concerned, nodding one's head shows patience and understanding etc. The story is an eye-opener for young readers who will be able to identify how the author has used examples of body language to reveal the feelings of the characters.

## LEARNING OUTCOMES

**Students should be able to :**

- ❖ Demonstrate an ability to recognise and use effective non-verbal communication skills.
- ❖ Understand the range of non-verbal behaviours that comprise 'body language'.
- ❖ Maintain eye contact.
- ❖ Understand the differences in body language across cultures.
- ❖ Portray a positive body language.
- ❖ Demonstrate the process involved in planning an activity.
- ❖ Contrast organized and disorganized activity planning.
- ❖ Summarize positive and negative thinking and how that influences your hesitation.
- ❖ Create a list of hesitations that are experienced before starting a given activity.
- ❖ Describe ways that can help to overcome hesitations.

# CHARACTERS

## COMMUNICATION-VERBAL & NON VERBAL



**Ms. Rashmi: A 28-year-old lady, shoulder length hair, fit and smart, wearing saree and sandals.**

**Disha: An 11-year-old girl, blackish brown short hair, looks patient, healthy and attentive, wearing short skirt and half sleeves shirt with black shoes.**



**Aryan: An 11-year-old boy, black curly hair, fit looking, stubborn and intelligent, wearing full pants and half sleeves shirt with black shoes.**



**Raj : A 10-year-old boy, blackish brown hair with straight cut, thin, mischievous and curious looking, wearing full pants and half sleeves shirt with black shoes.**





**Ravi: An 11-year-old boy, tall and thin, blackish brown wavy hair, healthy, wearing full pants and half sleeves shirt with black shoes.**



**Shaurya: A 10-year-old boy, black, curly hair, thin, looks intelligent, wearing full pants and half sleeves shirt with black shoes. .**



**Uday: A 10-year-old boy, tall and thin, thick hair, wearing full pants and half sleeves shirt with black shoes.**



**A teacher from Nepal: A 26-year-old lady, black and straight hair, wearing traditional Nepali attire.**

**A student from Nepal: A 10-year-old boy, brown, straight cut hair, healthy, wearing full pants and half sleeves shirt with black shoes.**



**A student from Nepal : An 11-year-old boy, brown, straight short cropped hair, healthy, wearing full pants and half sleeves shirt with black shoes.**



**A student from Nepal : A 10-year-old girl, brown hair tied in two ponies, healthy, wearing short skirt and half sleeves shirt with grey socks and black shoes.**



**A student from Nepal : An 11-year-old girl, brown, straight cut hair, healthy, wearing short skirt and half sleeves shirt with grey socks and black shoes.**

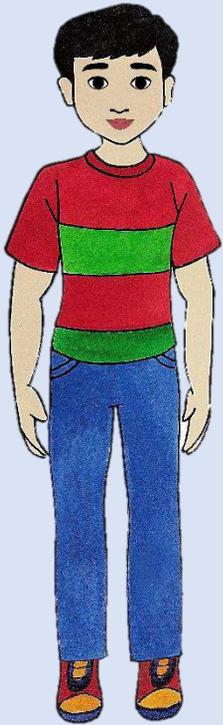




**School Peon: A 25-year-old man, tall and thin, wearing a grey uniform, a grey cap and black shoes.**

# CHARACTERS

## ORGANIZING THOUGHTS



**Aryan: An 11-year-old boy, blackish brown hair with straight cut, thin, mischievous and curious looking.**

**Aryan's Grandmother: A 60-year-old lady, average height, face covered with wrinkles wearing spectacles. Has a calm and composed look.**



**Aryan's Grandfather : A 62-year-old man, average height, bald head with little grey hair, thick moustache. Healthy, wearing full pants and shirt.**





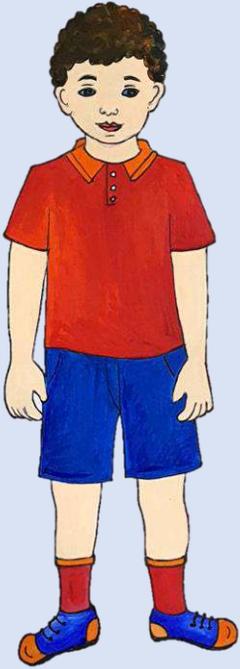
**Aryan's Father: A 35-year-old man, wavy, black hair, thick moustache, healthy, wearing full pants and shirt with shoes.**

**Aryan's Mother: A 32-year-old lady, long black hair, fit and healthy, wearing salwar-kameez and bellies.**



# CHARACTERS

## CONFIDENCE BUILDING



**Shaurya:** A 10-year-old boy, black, curly hair, thin, looks intelligent, wearing shorts and T- shirt with shoes.



**Soumya:** A 12-year-old girl, blackish brown short hair with a hair band, looks patient, healthy and attentive.



**Shaurya's Grandmother:** A 60-year-old lady, average height, face covered with wrinkles wearing spectacles, wearing saree, has a calm and composed look.

**Harshit:** A 12-year-old boy, straight hair, fit and healthy, wearing shorts and T-shirt, barefoot.



**Sagar:** A 10-year-old boy, curly hair, fit and healthy, wearing shorts and T-shirt.



**Uncle Puri:** A 40-year-old middle-aged man, medium height, wavy short hair, wearing dhoti and kurta with slippers.



**Villager 1:** A 35-year-old middle-aged man, tall and thin, medium height, wavy short hair, wearing dhoti and kurta with shoes.

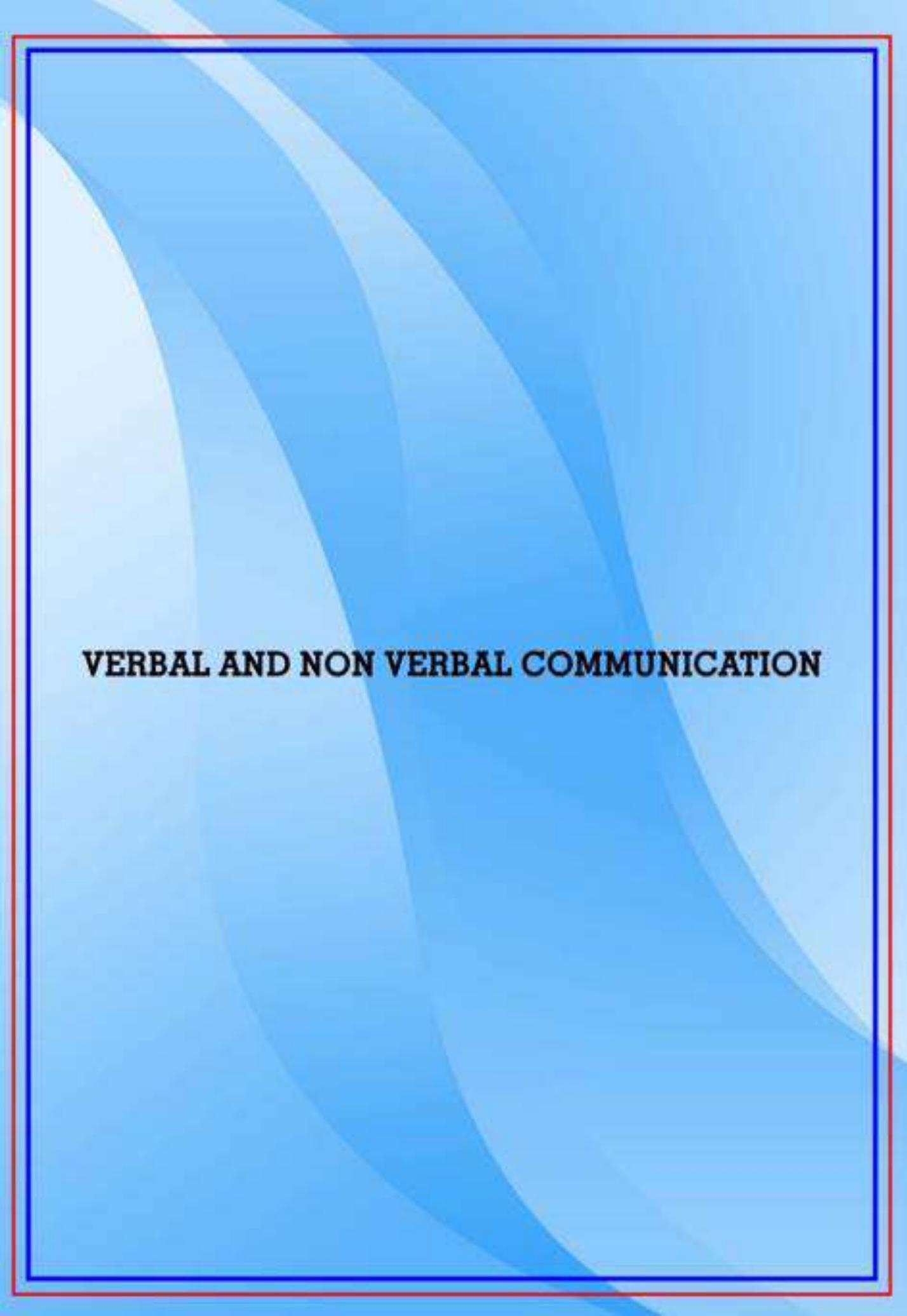




**Villager 2: A 32-year-old middle-aged lady, wearing her saree, head covered with her saree, barefoot.**

**Villager 3: A 32-year-old middle-aged lady, short built, wearing saree, head covered with her saree, wearing slippers.**





**VERBAL AND NON VERBAL COMMUNICATION**

A day at school. The bell rings for the first period.



The English class has begun and Ms. Rashmi discusses about ASL.



Yes ma'am, we all are ready and excited about the activity.



2

Ma'am, why do we practise speaking and listening only while studying languages?



Uday, be it any subject, communication is a very important aspect for expressing ourselves and for better understanding.

Which type of communication is important for expressing ourselves?



It can be verbal, non-verbal as well as written communication.

Ma'am, what is verbal and non-verbal communication?



Well! I will answer this question with the help of an example. Disha, introduce yourself.



My name is Disha and I like to spend time reading books and watching my favourite serials.



Ok Disha. Next, it's your turn Ravi.



Good morning, ma'am. My name is Ravi Kumar and I'm a student of Class VII. I enjoy playing football with my friends and collect information about famous personalities.





That was a good effort Ravi.



Now, Uday and Aryan, what do you both think about their narration?

**A smile expresses friendliness and affection. Steady eye contact is often taken as a sign of person telling truth. Shaking hands display friendship. Good straight posture indicates leadership and confidence.**



Ma'am, I feel Disha was not that comfortable while speaking. Her introduction was incomplete.



I agree ma'am, but Ravi spoke well. He was so comfortable, expressive and confident.

Good observation boys.  
But Uday do not shrug  
your shoulders while  
speaking.



To build rapport between speaker and listener, avoid shrugging of shoulder as it indicates indifference.

Index finger indicates allegation and furrowed forehead expresses discomfort.

Also, avoid keeping a furrowed forehead and pointing a finger at someone while speaking.



Boys you both  
have made an  
important  
observation.



6

What is it ma'am?



Disha's serious look with raised eyebrows and slouching to one side while standing showed lack of interest.

Yes ma'am. I know, I haven't given my best.



Don't worry Disha, with practice you will be able to overcome these.

Ma'am, please tell how can I improve myself?



While speaking avoid fidgeting, rocking from heels to toes and crossing your arm. Try to be relaxed and natural.

Disha, while speaking try not to sway and keep your chin up and head held high.



Raj and Shaurya, you both are very distracted. I know what is bothering you.

Ma'am, it's our PT period and we have a match today.



The period is about to get over.

Yes, I know you have PT in the next period. Without verbal communication, you have communicated this to me. This is non-verbal communication.

I hope you remember about the video conferencing session we have tomorrow with the students of Nepal.

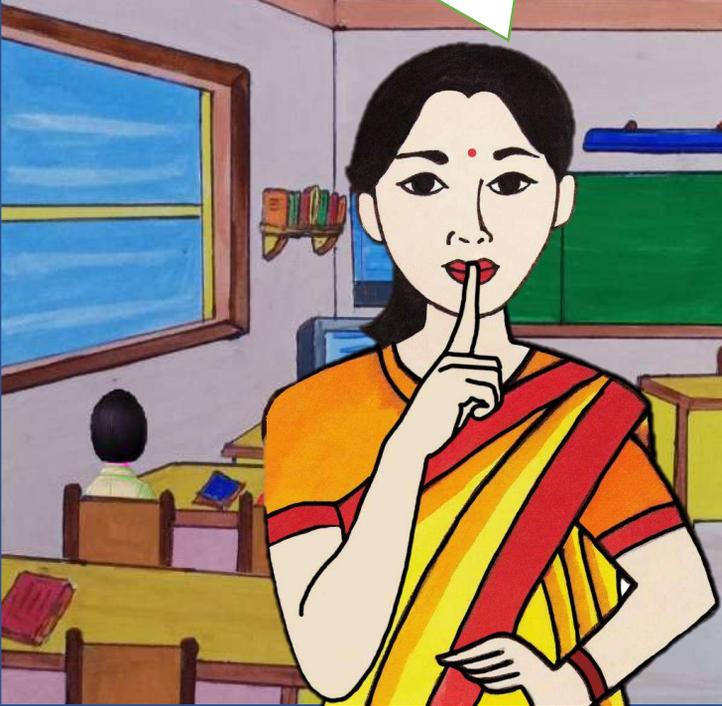
Yes ma'am.



Next day, the English period has started and the students are waiting eagerly for the video conferencing session to begin with the students of Nepal.



Silence. Children, please don't raise your voice. We should behave properly.



Yes ma'am.



Then, she switches on the smart board. Students and teachers from Nepal appear on the screen.





Good morning,  
ma'am.  
Greetings from  
India.



Good morning, Rashmi  
ma'am. Greetings from  
Nepal. Our students are  
excited about today's  
session.

**Ms. Rashmi asks Disha to come forward.**

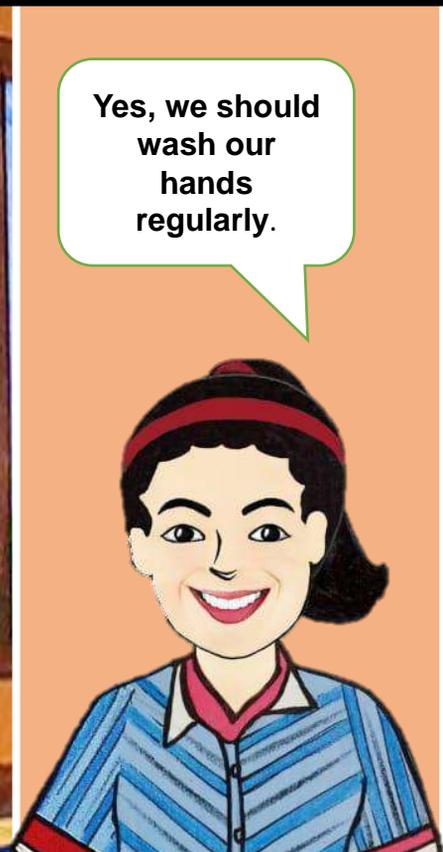


Yes ma'am, it's an  
interesting activity. Team  
India will show some  
gestures and Team Nepal  
will guess them.  
Disha let's start.

Disha demonstrates the action of rubbing her hands.



It means washing hands.



Yes, we should wash our hands regularly.

Disha then demonstrates the action of clapping her hands and jumping.



This is a way of expressing your happiness.

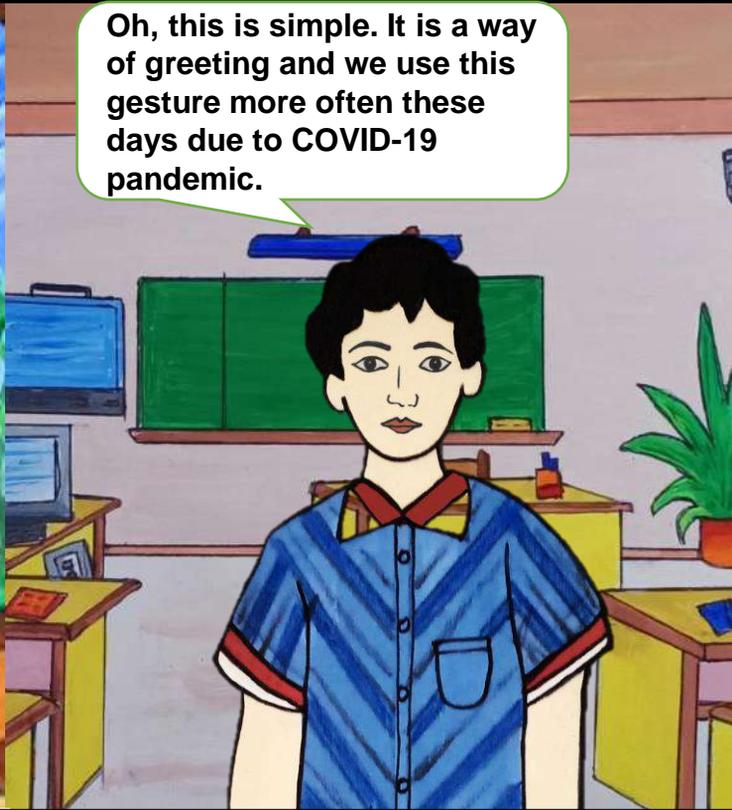


You're right, happy and excited too. Now, it's your turn.

# Student from Nepal demonstrates the action of joining his hands.



Oh, this is simple. It is a way of greeting and we use this gesture more often these days due to COVID-19 pandemic.



Body language is a strong means of non-verbal communication. It helps us to understand how the other person feels as “Feelings are 55 percent body language, 38 percent tone and 7 percent words”.

Wow! All of you have done a wonderful job.



It was a great interaction.





We have more activities in store for our students. And we are really looking forward to see you all again soon.



Absolutely Rashmi ma'am. We will meet soon. Bye!

Everyone waves towards each other looking at the screen. The screen goes blank. Teacher then takes a whiteboard marker in her hand.



Now Ravi, come near the whiteboard and jot down all the points in a chronological order.

Ma'am, I do not remember all the points.

Ravi, look at me. You start, in case you miss out on something, I am there to help you.

Ok ma'am, I'll try.

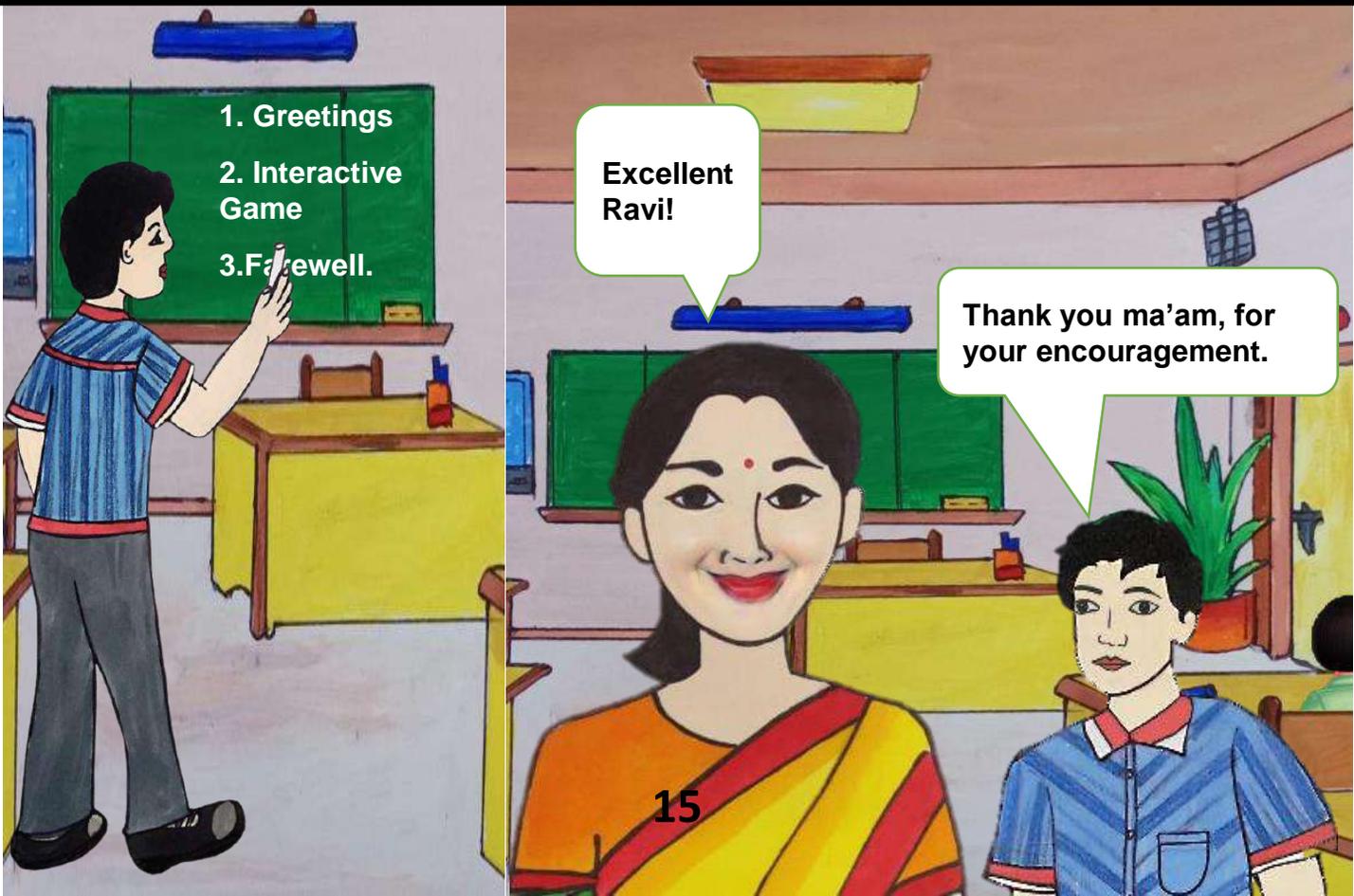


Written communication is considered as an excellent and most appropriate mode of communication.

1. Greetings
2. Interactive Game
3. Farewell.

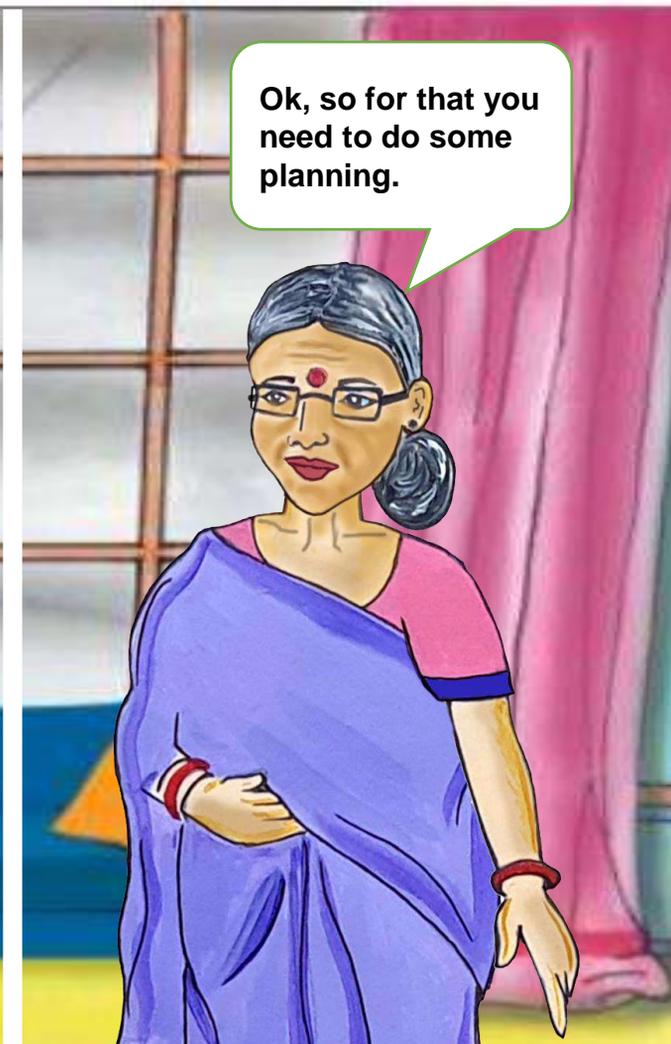
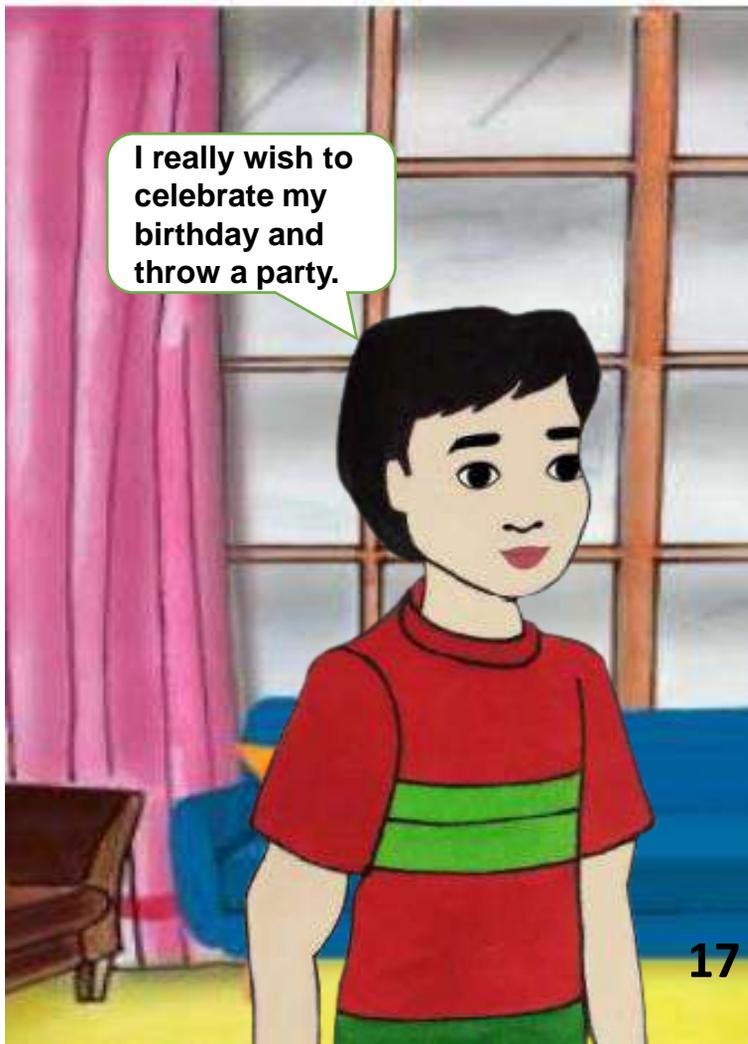
Excellent Ravi!

Thank you ma'am, for your encouragement.



# **ORGANIZING THOUGHTS**

Aryan's birthday is approaching and he discusses about it with his parents and grandparents.





Planning! How?



It's your day. So, you should plan and organize what all you wish to do on your special day.



But mom, how should I proceed as I have never organized anything on my own?



Let me share a checklist to help you plan creatively.

Mom, let me know how should I proceed from the beginning?



Ok Aryan. First, divide your programme into segments or parts which would help you organize your thoughts.



But how do I do it?



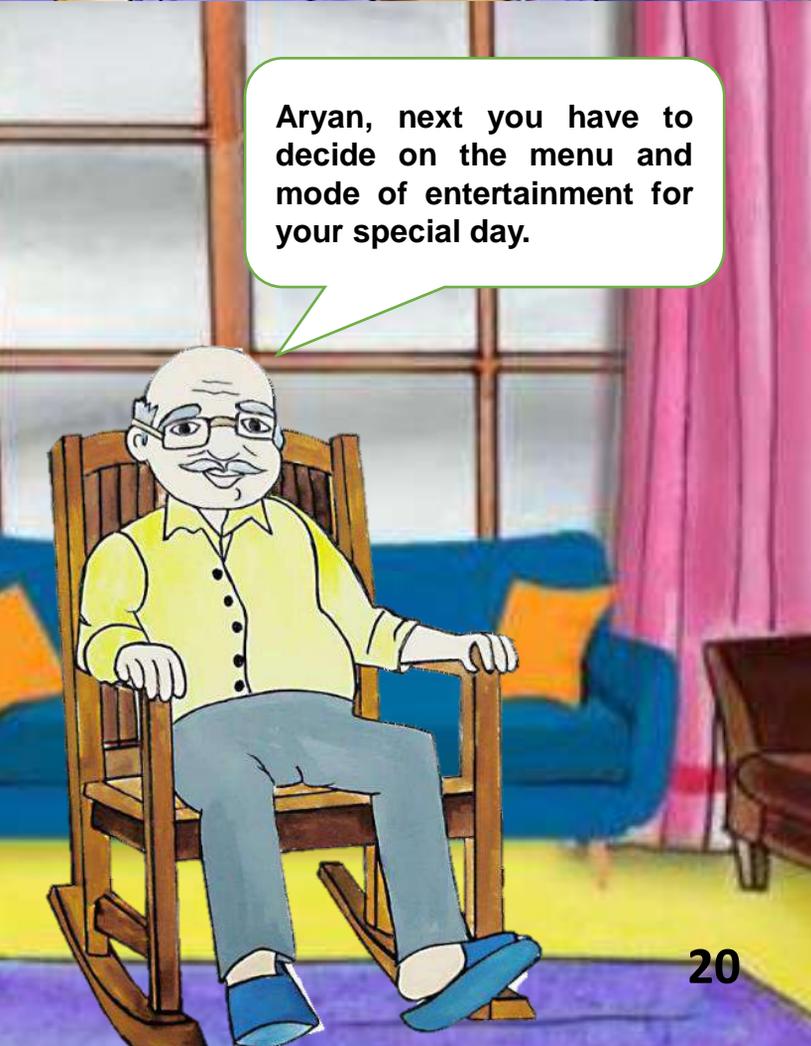
Aryan, make a checklist of the programme.



But, how grandma?



Aryan makes a note of the important points to be included in the check-list, in his diary.





Aryan, have you thought of an ideal venue and time for the party?

No dad. This we need to discuss.



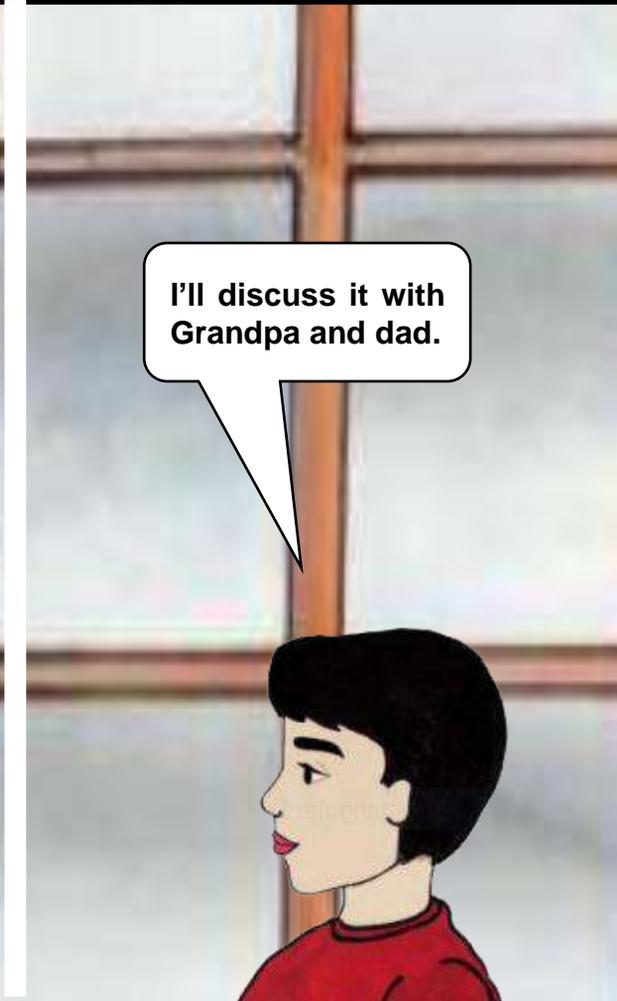
And, what about the return gifts for your friends?



Oh, I just forgot.



Aryan makes a note of the important points to be included in the check-list, in his diary.

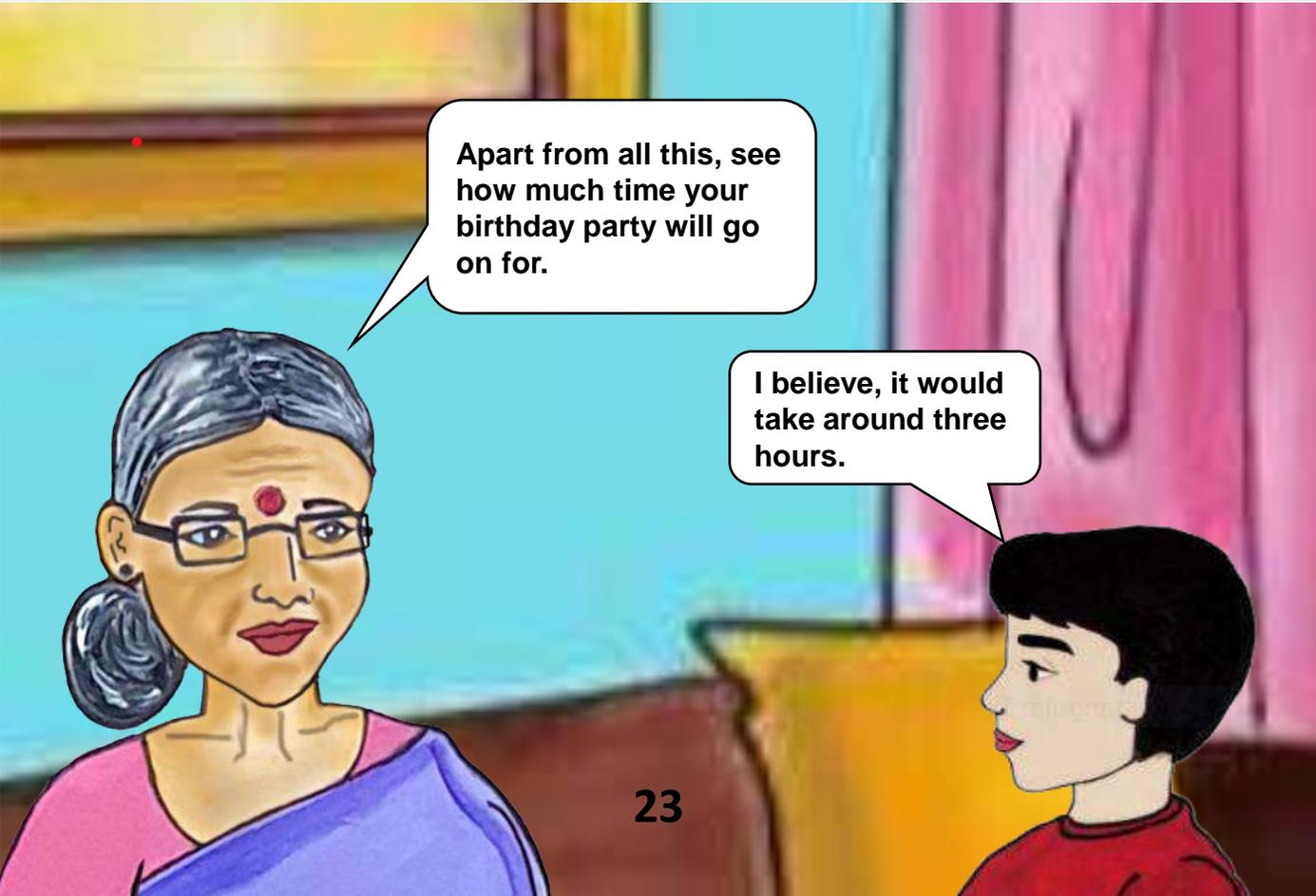


A Check-list helps to check whether the predetermined goals are achieved. It can be a simple handwritten list on the board.



Now your check-list is ready.

I'm glad you're making the organization of my party easy Grandma.



Apart from all this, see how much time your birthday party will go on for.

I believe, it would take around three hours.



**Time management and calendar- both are important. The assignment could be marked on calendar and estimation of time to accomplish that task helps to ascertain the time needed to complete. This goes for the assignments given in school as well.**

I have a doubt here, dad.



What is it my child?



I'm quite nervous. What if I get confused while giving the return gifts to different people of different age groups?

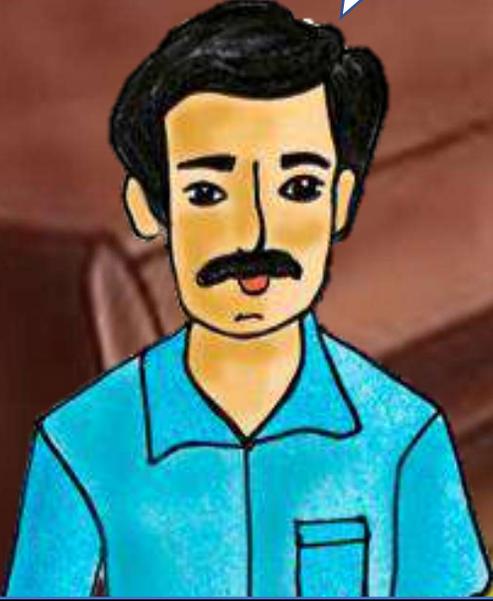


Use colour coding for variety in your gifts.





I didn't get this dad. How do I do this?



Its simple. Use blue coloured wrapping for the gifts for the adults and red colour for the youngsters.

**Colour coding should be used for variety in articles.**



Ok, I will do it. Dad, shall we keep our home as the venue?



No...no, the space in our house wouldn't be enough for all your friends.

**Creating an organised workspace in important.**



You're right dad. But this time the decoration should be better than last time.



Don't you remember that you were the reason for the mess up last year.



Grandpa, I remember it very well. That is why I'm carefully planning for the day.



Aryan, whenever we have any important task at hand, we need to do it with proper planning and remember these important points we all have given to you.



Yes, I have realized it. Grandma. Thank you everyone, for all your help.

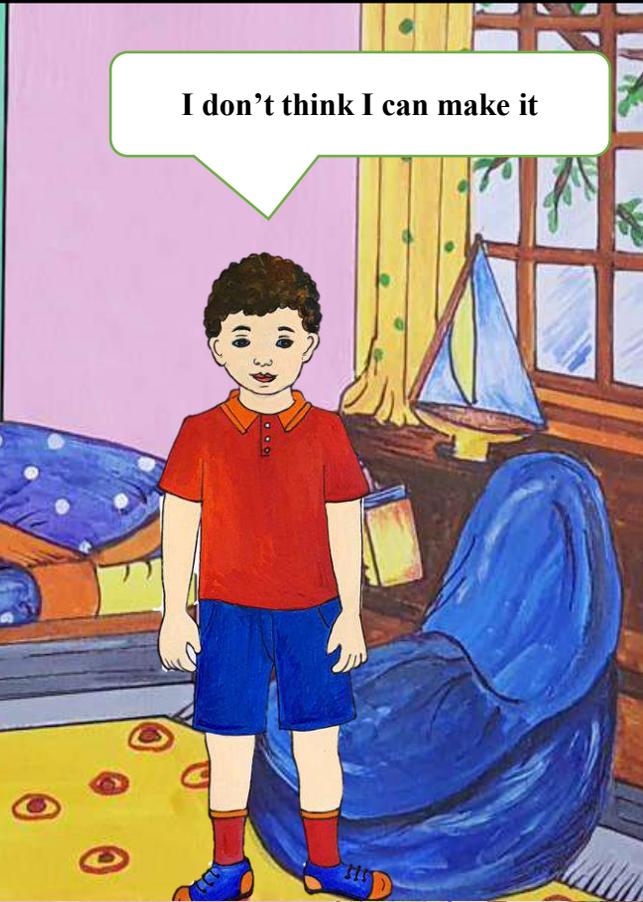
**Thinking well in time leads to better planning.**

# **CONFIDENCE BUILDING**

# Grandmother enters Shaurya's room with Soumya.



What is she saying Shaurya? Are you not taking part in the competition?



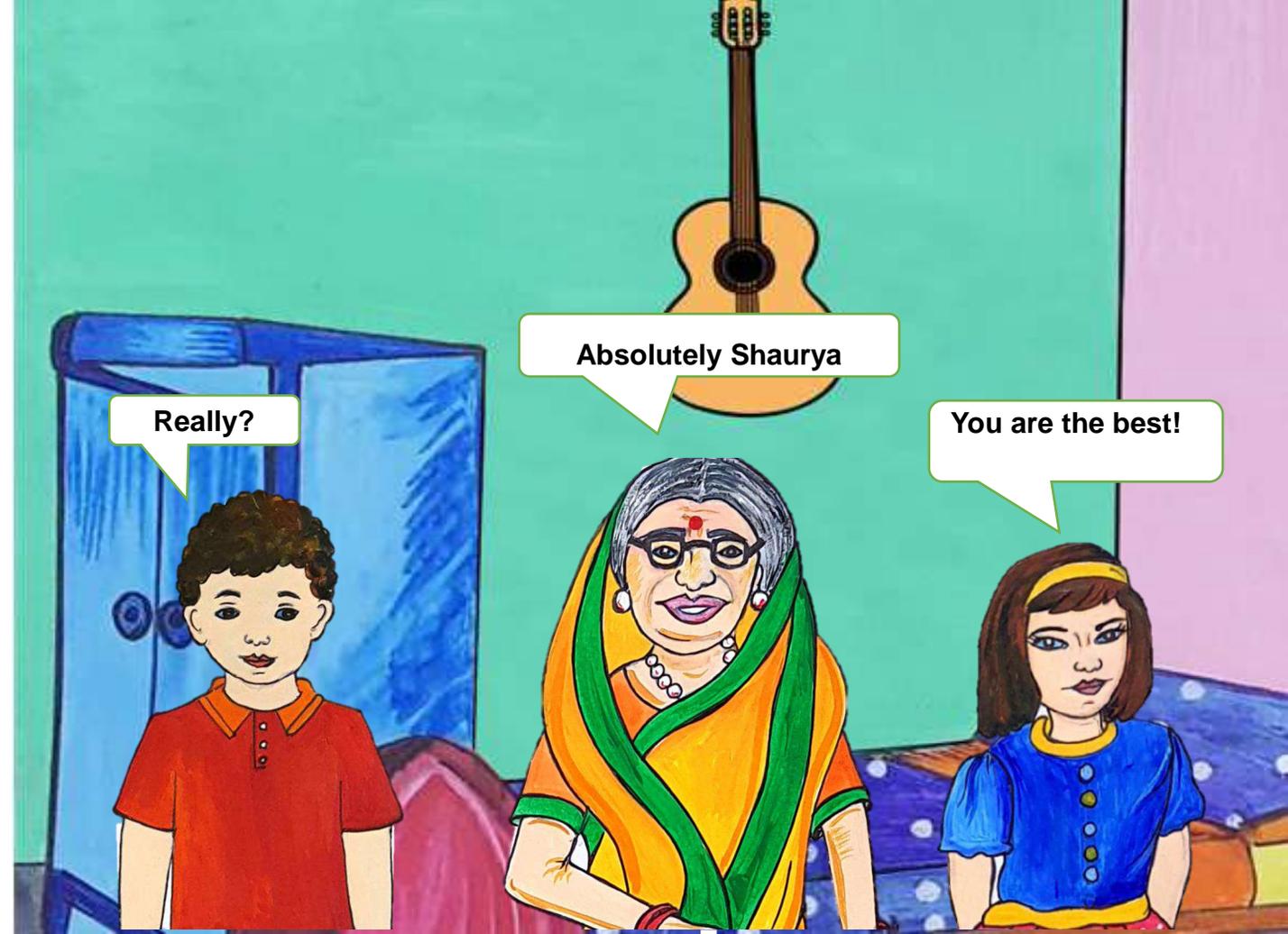
I don't think I can make it



But you have been practicing for a whole month dear! and you play so well.



Brother, I have never heard anyone play guitar as good as you.



Really?

Absolutely Shaurya

You are the best!

Grandma I am always hesitant when I face an audience. I don't know why I am not able to uplift my confidence?

Don't worry Shaurya, this is normal. I will explain you about hesitation.

**HESITATION** is unwillingness to do a task or being indecisive or a state of not being sure or certain which leads to delay in action. It occurs when there is fear and doubt. Hesitation is lack of courage to do what is required in a situation. It may even cause a lifetime of regret.

True Grandma. But how can we remove hesitation from our behaviour?

**HESITATION REMOVAL** is building confidence and be able to resist peer pressure without fear of making mistakes.

Grandma when we learn something, do we make mistakes?



True! When we take initiative and are ready to face new situations there are chances of mistakes, but it would lead to critical thinking and trigger the self-confidence.



Let me tell you a story of a boy Sagar who did what nobody thought he could do.



Once there were two boys Sagar and Harshit who lived in a village near Teelapur. Sagar was 10 years old and Harshit was 12. They were very close friends and spent most of their time together.



One day, as an adventure they went a little too far away from the village and while they were running around and exploring, Sagar fell into a well.

Sagar started screaming because he didn't know how to swim and he thought that he would drown and die. Harshit panicked and looked around for help but there was no one to help him.



Harshit saw a bucket tied to a rope lying nearby. Without wasting any time Harshit threw the bucket into the well and asked Sagar to hold the rope. Sagar held on the rope tightly while Harshit started pulling the rope. He continued pulling the rope till Sagar was out of the well. They happily cheered each other and ran quickly towards their home.



When they told their families and relatives about the event, nobody believed them because Harshit was too young and weak to even lift a bucket full of water. Hence, nobody believed that he could have pulled out Sagar from the well. Only, uncle Puri believed them as he was an experienced man whom the villagers took seriously. So, they asked him how this could be possible.

Uncle Puri laughed and said, "What is there to explain? The boy is already telling you how he did it. He threw the bucket inside and pulled the rope to save his friend. What is strange here is how he managed to gather so much strength. This is because, at that time there was nobody to tell him that he couldn't do it! Even he himself was not in position to think so!"

Uncle Puri added, "The only one who can empower you is yourself, in fact you can do it, if you think you can do it!"

The villagers realized that it is very important to believe in oneself.





Shaurya, now do you believe you can?

YES! I Can, Grandma.

Grandma, your motivational story has inspired me too. I have gained a new confidence.

Love you Granny!  
You are the best.

Positive reinforcements and praise for the child can remove hesitation. Using positive words like "can learn..." and "can do..." can boost their level of confidence.

Thank you Granny for guiding us.

# ASSESSMENT

**Tick the correct answer-**

**Q1. We hesitate to answer in the classroom because...**

- a) We fear being judged as a result of the wrong answer.
- b) We like to keep silent.
- c) We don't know how to handle the situation.

**Q2. What should be the appropriate posture while communicating with others?**

- a) Stand straight
- b) Have an eye contact
- c) Do not fiddle or cross the legs
- d) Speak confidently
  - 1) Both a and b
  - 2) Both b and c
  - 3) Both c and d
  - 4) All of the above

**Q3. Which habits make you a smart communicator in today's world?**

- a) Speaking loudly
- b) Using appropriate language
- c) Not slumping
- d) Only speaking about one self
  - 1) Both a and b
  - 2) Both b and c
  - 3) Both a and c
  - 4) All the above

**Q4. What are the signs of hesitation?**

- a) A person may be shy
- b) He will not have the eye contact
- c) Both a and b.

**Q5. How can you communicate with others without hesitation?**

- a) With assertive and active voice
- b) By writing on a notepad
- c) Speaking directly without listening
  - 1) only a
  - 2) Both a and c
  - 3) Both c and b
  - 4) All the above.

**Q6. Non-Verbal Communication includes the following.**

- i. Visual and Audio
- ii. Audio and Audio Visual
- iii. Facial Expressions
- iv. Visual, Audio and Audio Visual

**Q7. Which posture should be avoided during Non-Verbal Communication?**

- i. Standing straight
- ii. Smiling face
- iii. Tight lipped
- iv. Steady eye contact.

**Q8. Better planning leads to \_\_\_\_\_.**

- i. Happiness
- ii. Successful execution of the task
- iii. Time management
- iv. Organizing thoughts

**Q9. Which of the following can boost the confidence?**

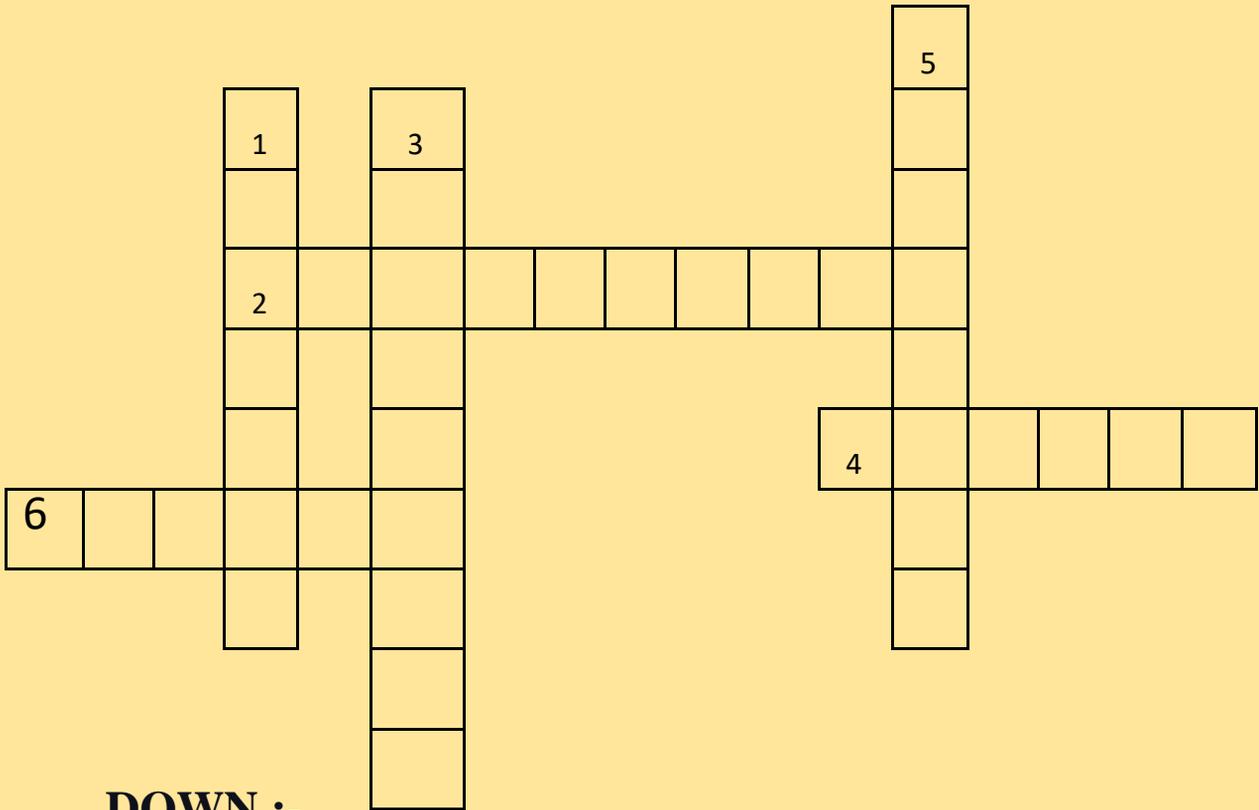
- i. You should do it
- ii. You must do it
- iii. You can do it
- iv. You may do it.

**Q10. Another word for 'hesitation' is**

- i. Unwillingly
- ii. Reluctance
- iii. Certainty
- iv. Readiness

**Answers : 1(a), 2(4), 3(2), 4(c), 5(1)  
6) iv 7) iii 8) ii 9) iii 10) ii**

# CROSS WORD



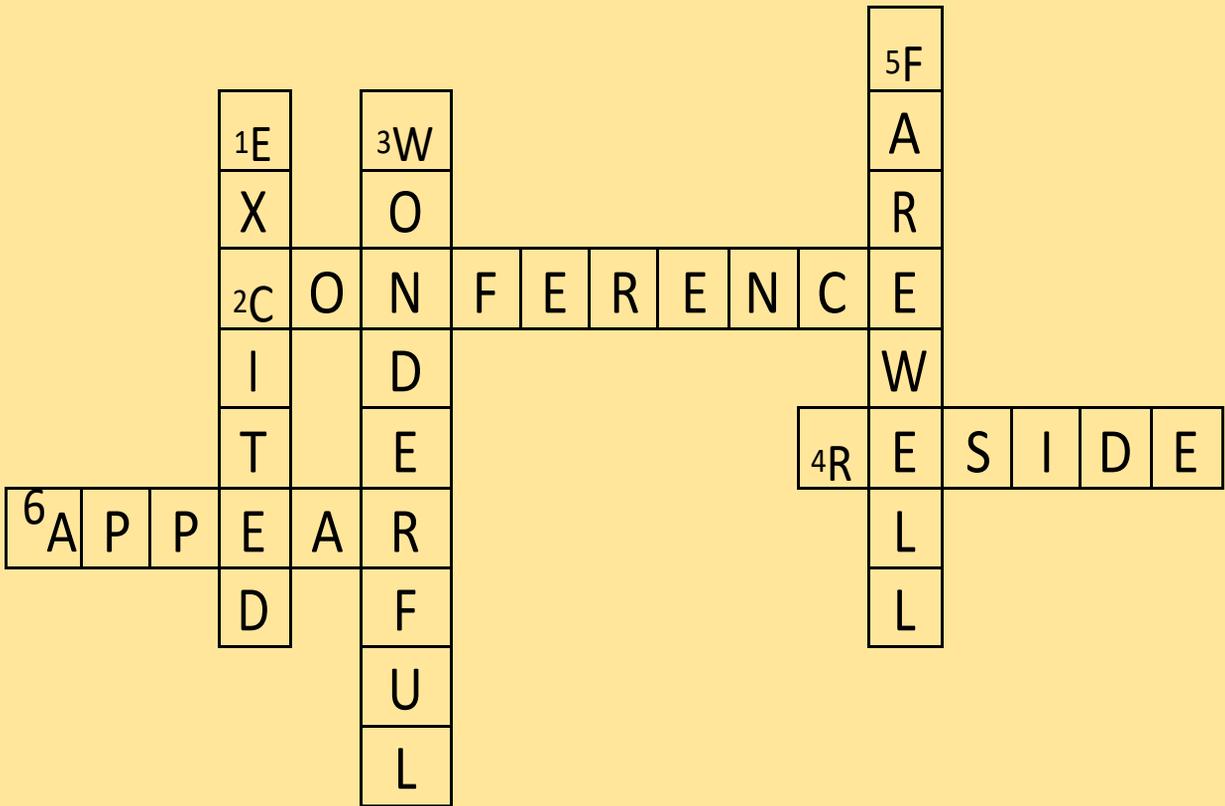
## DOWN :-

1. Very enthusiastic and eager.
3. Inspiring delight, pleasure or admiration.
5. A wish of well-being at parting or an occasion when someone says good bye.

## ACROSS :-

6. Come into sight; become visible or noticeable.
4. Have one's permanent home at a particular place.
2. Meeting between two or more people.

# CROSS WORD- ANSWERS



**Q1. Answer the following:**

- A. Why does Disha have a serious look?
- B. What tips did Disha's teacher give her to overcome her weakness?
- C. What do you understand by the term 'Self confidence'?
- D. What is Time-Management? Why is it so important for a student?
- E. What is a 'Check-list'?
- F. You are planning to visit your grand parents house to spend your winter vacation. Make a check list before you start your journey.

**Q2. Let us write:**

- A. Letter to yourself:  
Write a letter to yourself and list your true personality traits.
- B. Which activities make you feel happy and why?
- C. Mention the people in your life who are supportive and help you to nurture your dreams and goals.
- D. Ask your family members to write two things about you that makes them feel proud of and read it aloud in your class.

# GLOSSARY

## 1. ENCOURAGEMENT:-

The action of giving someone support, confidence or hope.

Similar: inspiration, heartening

## 2. TRADITIONS:-

The transmission of customs or beliefs from one generation to the next generation.

Similar: custom, beliefs

## 3. GESTURES:-

A movement of a part of the body, especially a hand or the head, to express an idea or meaning.

Similar: indication, signal

## 4. SCENIC:-

Providing or relating to views of impressive or beautiful natural scenery.

Similar: picturesque, spectacular

## 5. RESIDE:-

Have one's permanent home at a particular place.

Similar: live in, occupy, be settled in

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## SUMMARY

In this story we see Uday, a young boy, who is very excited about going to school as his class would be interacting with students from Nepal through video conferencing. Once the video conference starts the teachers from India and Nepal greet each other and start the session. Uday, Natasha, Disha and other students have fun interacting with each other. They play an interactive game on guessing the gestures after which the session ends with a promise to meet again soon. After this, the teacher calls Ravi to write down the main points of the interaction on the board. Ravi looks sad, hesitates and tells his teacher that he is not confident about remembering all the points. The teacher encourages Ravi to step forward and attempt the task. She promises to help Ravi if he forgets any point. Ravi steps up to the white board, recollects all the points correctly and lists them on the board. The teacher praises Ravi and tells that written communication is considered as the most appropriate mode of communication.

The next story highlights the importance to manage time and the calendar as thinking well in time leads to better planning. The story is about Aryan who is super excited as his birthday is approaching and he wishes it to be a memorable day. He plans to organize a birthday party for his friends and discusses about it with his grandparents and parents. His mother suggests him to first divide the programme into segments

which would help him in organizing his thoughts. Aryan's grandmother suggests him to make a check-list of the guests to be invited and then decide on how they would be welcomed. His grandfather reminds him of chalking out an interesting menu that he would serve his friends. His father further adds that he should plan on how he would entertain his guests and the return gifts he wishes to give them. To make his work easier he suggests use of colour coding for the return gifts. Aryan's father also advises him to fix up an ideal venue and time for his birthday party. His mother reminds him that the programme should include managing dispersal and farewell of the guests.

The third story lays emphasis on 'hesitation removal'. The story helps in building confidence and resist peer pressure without fear of making mistakes. Positive reinforcements and praise for the child can remove hesitation. Using positive words like "can learn" and "can do" may boost the level of confidence. In this story Shaurya has been practicing for the guitar competition for a month. In spite of this he is hesitant to take part in the competition and face the audience. His Grandmother tells him that whenever an initiative is taken, we face new situations and there are chances of making

mistakes. But then such initiatives would also lead to critical thinking and trigger the self-confidence in oneself. She then narrates a story about two boys Sagar and Harshit, who as an adventure went a little too far away from the village. While running around and exploring, Sagar fell into a well. He started screaming because he didn't know how to swim. Harshit couldn't find any help. He instantly lifted a bucket, tied to a rope lying nearby and threw it into the well, and asked Sagar to grip the rope. Initially, no one in the village believed that he could have pulled out Sagar from the well except Uncle Puri who believed them. He told the villagers that "the only one who can empower you is yourself, in fact you can do it, if you think you can do it!" The villagers realized the importance of believing in oneself and so did Shaurya.

## **DISCLAIMER**

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