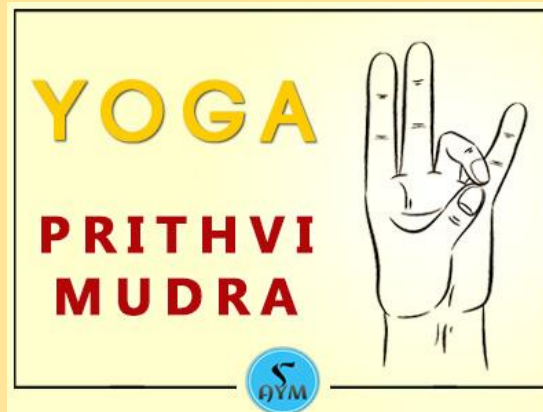


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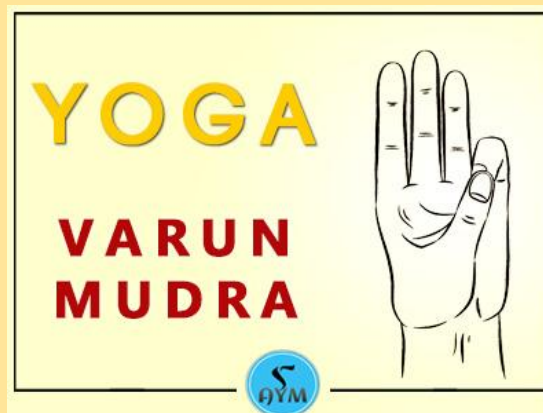
## YOGA MUDRAS FOR MENTAL STRENGTH

### Prithvi Mudra



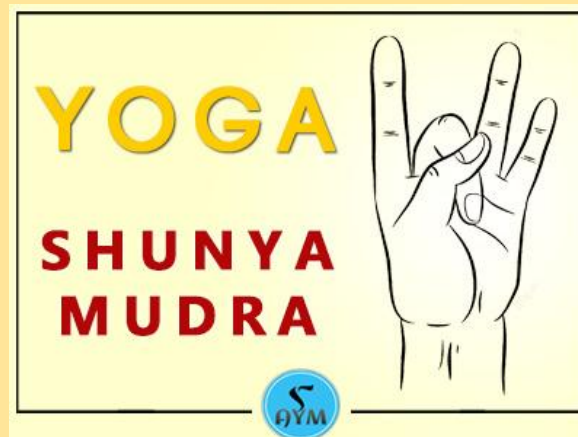
The mudra of earth, Prithvi mudra is preferred to be done in the morning. People can also do this mudra at any time of the day. To do this, you must sit in padmasana, resting the palms of your hands on your knees with straight elbows. Do this mudra when you feel stressed and drained out of energy. Padmasana along with this mudra will immediately re-energize you. This mudra helps improve blood circulation in your body. It also improves your tolerance ability and strengthens weak bones. It is immensely helpful in gaining weight for people suffering from the low weight.

### Varun Mudra



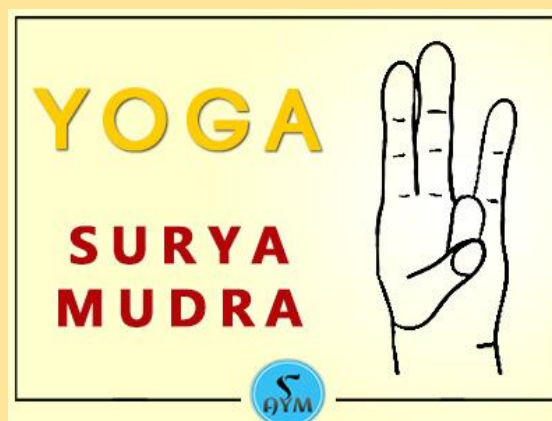
Varun mudra or mudra of water is the best mudra to increase your external beauty. In simple words, it is best suited to improve your looks, especially your skin. It brings a glow to your skin and protects it from all kinds of skin problems. To do this mudra, touch the tip of your thumb with the tip of your little finger. Keep the rest of the fingers straight while you sit cross-legged, with your back in straight position. This mudra balances water in your body and keeps the body moisturized through fluid circulation. It also adds a glow to your face and relieves you of any muscle pains.

### Shunya Mudra



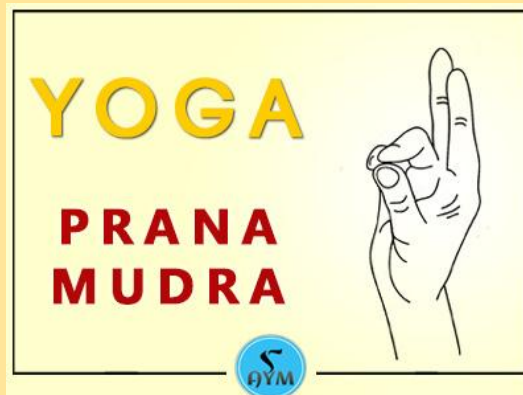
This is the mudra of emptiness which is done by pressing the upper phalanx of your middle finger with your thumb. It works on the basic element of ether (cosmic element) that is present in space and within each one of us. This mudra helps you feel the emptiness within you, free from thinking about anything else, and just experiencing the never-ending space. Regular practice of this Mudra for maximum 5 minutes can cure an earache or any hearing problem. Once your hearing problem is solved, stop practicing this mudra.

### Surya Mudra



Also known as mudra of the sun, it balances the element of fire in your body. To do this, sit in padmasana pose with your back straight and the thumbs of your hands pressing your ring fingers on its upper phalanx. This mudra is quite beneficial for reducing bad cholesterol. It also gives amazing results for those who want to lose weight. Surya mudra also reduces anxiety and also helps improve digestion.

## Prana Mudra



The Prana mudra means the energy or spirit of life. Prana is of utmost importance among all energies necessary for maintaining the balance of nature. This mudra should be practiced in a quiet room to awaken the senses. You can either sit down in a meditative position or stand straight to perform this. Just keep your eyes closed while you focus on your breath. Bring your hands to the sides and touch the tips of your thumb with the tips of your little finger and ring finger. Feel the force of life as it runs through your body. This mudra should be practiced from 15 to 30 minutes. This mudra energizes your whole body and helps improve your immunity system. It is also considered good for eyes as it keeps them lively and active.

Source: <https://www.indianyogaassociation.com/blog/important-yoga-of-mudras.html>

## PUZZLE TIME



Find 6 words hidden in this image

## TOP 16 INTERVIEW QUESTIONS AND ANSWERS

As you prepare for your interview, you may be considering which questions the employer is going to ask you. While there is no way to know for sure what topics will be covered, there are several popular interview questions you can expect to be asked.

Here is how to answer the 16 most common interview questions:

- Tell me about yourself.
- How would you describe yourself?
- What makes you unique?
- Why do you want to work here?
- What interests you about this role?
- What motivates you?
- What are you passionate about?
- Why are you leaving your current job?
- What are your greatest strengths?
- What are your greatest weaknesses?
- What are your goals for the future?
- Where do you see yourself in five years?
- Can you tell me about a difficult work situation and how you overcame it?
- What is your salary range expectation?
- Why should we hire you?
- Do you have any questions?

Every interviewer is different and each one's questions may vary. By preparing answers for these common interview questions, you can develop compelling talking points to make a great impression during your next job interview.

### 1. Tell me about yourself.

Your interviewers will likely start out with a question about you and your background to get to know you. Start by giving them an overview about your current position or activities then provide the most important and relevant highlights from your background that make you the most qualified for the role. If you did like, it is generally acceptable to include some light personal details about things like your pets, hobbies or family. Doing so can help you be more memorable and personable to the interviewer.

Example: *“Currently, I serve as the assistant to three of the company's five executive team members including the CEO. During my time at the organisation, I have been recognised for my time management skills, writing abilities and commitment to excellence.”*

From my 12 years of experience as an executive assistant, I have developed the ability to anticipate roadblocks and create effective alternative plans. My greatest value to any executive is my ability to work independently, freeing up their time to focus on the needs of the business.

It is clear that you are looking for someone who understands the nuances of managing a CEO's busy day and can proactively tackle issues. As someone with a sharp eye for detail and a drive to organise, I thrive on making sure every day has a clear plan and every plan is clearly communicated."

## 2. How would you describe yourself?

When interviewers ask you to talk about yourself, they're looking for information about how your qualities and characteristics align with the skills they believe is required to succeed in the role. If possible, include quantifiable results to demonstrate how you use your best attributes to drive success.

Example: *"I am a vigilant and proactive Security Officer working to ensure safe, secure and orderly environments. I am also a lifelong learner always seeking out the latest security equipment and techniques to patrol buildings. Lastly, I am thorough in documenting all incidents and actively making suggestions to management about security improvements and changes."*

## 3. What makes you unique?

Employers often ask this question to identify why you might be more qualified than other candidates they are interviewing. To answer, focus on why hiring you would benefit the employer. As you do not know the other applicants, it can be challenging to think about your answer in relation to theirs. Addressing why your background makes you a good fit will let employers know why your traits and qualifications make you well prepared.

Example: *"What makes me unique is my experience of four years in retail. Because I have had first-hand experience fielding shoppers' questions, feedback and complaints, I know what customers want. I know what it takes to create a positive consumer experience through marketing."*

## 4. Why do you want to work here?

Interviewers often ask this question as a way to determine whether or not you took time to research the company and to learn why you see yourself as a good fit. The best way to prepare for this question is to do your homework and learn about the products, services, mission, history and culture of this workplace. In your answer, mention the aspects of the company that appeal to you and align with your career goals. Explain why you are looking for these things in an employer.

Example: *"The company's mission to help college graduates pay off their student loan debt speaks to me. I have been in that situation and I did love the opportunity to work with a company that is making a difference. Finding a company with a positive work environment and values that align*

*with my own has remained a priority throughout my job search and this company ranks at the top of the list.”*

#### 5. What interests you about this role?

Like the previous question, hiring managers often include this question to make sure you understand the role and to give you the opportunity to highlight your relevant skills. In addition to thoroughly reading the job description, it can be helpful to compare the role requirements against your skills and experience. Choose a few things you particularly enjoy or excel at and focus on those in your answer.

*Example: “I have been passionate about user experience design for most of my professional career. I was excited to see this company uses Adobe products because I am well versed in the entire suite. Also, I am a huge advocate for applying agile workflows to design. I think it is the most effective way to tackle large projects. I was able to successfully build and launch an agile process in my previous role as UX manager and we saw considerable improvements in project speed.”*

#### 6. What motivates you?

Employers ask this question to gauge your level of self-awareness and ensure your sources of motivation align with the role. To answer, be as specific as possible, provide real-life examples and tie your answer back to the job role.

*Example: “Making a true difference in the lives of my patients and their families motivates me to strive for excellence in everything I do. I look forward to seeing my patients’ reaction when we get a positive outcome that will change their lives forever. That is why I became a nurse and why I am pursuing a position in pediatrics.”*

#### 7. What are you passionate about?

Much like the previous question about motivation, employers might ask what you are passionate about to better understand what drives you and what you care most deeply about. This can help them understand whether you are a good fit for the role and if it fits into your larger goals. To answer, select something you are genuinely passionate about, explain why you’re passionate about it, give examples of how you’ve pursued this passion and relate it back to the job.

*Example: “As an experienced, service-oriented professional with more than a decade of experience working in boutique salons, I thrive on creating a welcoming environment for all clients and providing the highest quality skincare services. My specialised training, along with my interpersonal skills, has helped me become adept at developing long-term, trusted relationships that help to build a loyal client base. These relationships are the reason I am excited to go to work every day.”*

#### 8. Why are you leaving your current job?

There are many reasons for leaving a job. Prepare a thoughtful answer that will give your interviewer confidence that you're being deliberate about this job change. Instead of focusing on the negative aspects of your current or previous role, focus on the future and what you hope to gain in your next position.

Example: *"I am looking for an opportunity that gives me the ability to build closer, long-term relationships with clients. In my current role, the sales cycle is so short that I do not spend as much time building a rapport with my customers as I did like. Relationship-building is one of the reasons I chose a career in sales and I look forward to working with a company in which that is a top priority."*

#### 9. What are your greatest strengths?

This question gives you an opportunity to talk about your technical and soft skills. To answer, share qualities and personal attributes and then relate them back to the role for which you're interviewing.

Example: *"I am a natural problem solver. I find it rewarding to dig deep and uncover solutions to challenges. It is like solving a puzzle. It is something I have always excelled at and something I enjoy. Much of product development is about finding innovative solutions to challenging issues, which is what drew me to this career path in the first place."*

#### 10. What are your greatest weaknesses?

It can feel awkward to discuss your weaknesses in an environment where you're expected to focus on your accomplishments. However, when answered correctly, sharing your weaknesses can show that you are self-aware and want to continuously get better at your job—traits that are extremely attractive to many employers. Remember to start with the weakness and then discuss the measures you have taken to improve. This way, you're finishing your answer on a positive note.

Example: *"I sometimes have trouble saying 'no' and end up overwhelmed by my workload. Earlier in my career, I would take on so many projects that I did work evenings and weekends. It was stressful. I realised this was counter-productive so I started using workload management tools and setting better expectations for myself and my teammates."*

#### 11. What are your goals for the future?

Often, hiring managers ask about your future goals to determine whether or not you are looking to stay with the company in the long term. Additionally, this question is used to gauge your ambition, expectations for your career and your ability to plan ahead. The best way to handle this question is to determine your current career trajectory and how this role plays into helping you reach your ultimate goals.

Example: *"I would like to continue developing my marketing expertise as well as my leadership skills over the next several years. One of the reasons I am interested in working for a fast-growing start-up company is that I will have the ability to wear many hats and collaborate with many"*

*different departments. I believe this experience will serve me well in achieving my ultimate goal of leading a marketing department someday.”*

12. Where do you see yourself in five years?

Understanding how you imagine your life in the future can help employers understand whether the trajectory of the role and company fits in with your personal development goals. To answer, provide general ideas about the skills you want to develop, the types of roles you would like to be in and the things you would like to have accomplished.

Example: *“In five years, I did like to be an industry expert in my field with the ability to train and mentor students and entry-level designers. I would also like to gain specialised knowledge in user experience to be a well-rounded contributor working with design and marketing teams on large scale projects that make a difference in the company and to the global community.”*

13. Can you tell me about a difficult work situation and how you overcame it?

This question is often used to assess how well you perform under pressure as well as your problem-solving abilities. Keep in mind stories are more memorable than facts and figures so strive to ‘show’ instead of ‘tell’. This is also an excellent opportunity to show your human side and how you are willing to go the extra mile without being asked.

Example: *“It was the first day of my boss’s two-week vacation and our agency’s highest-paying client threatened to leave because he didn’t feel he was getting the personalised service he was promised. I spent my lunch hour on the phone with him talking through his concerns. We even brainstormed ideas for his next campaign. He was so grateful for the personal attention that he signed another six-month contract before my boss even returned from her trip.”*

14. What is your salary range expectation?

Interviewers ask this question to make sure your expectations are in line with the amount they’ve budgeted for the role. If you give a salary range exceedingly lower or higher than the market value of the position, it gives the impression that you don’t know your worth. Research the typical compensation range for the role on [Indeed Salaries](#) and request for the higher side of your range. Be sure to let the hiring manager know if you’re flexible with your rate.

Example: *“My salary expectation is between INR XX,XXX and INR XX,XXX, which is the average salary for a candidate with my level of experience in this city. However, I am flexible.”*

15. Why should we hire you?

While this question may seem like an intimidation tactic, interviewers generally bring this up to offer you another opportunity to explain why you are the best candidate. Your answer should address the skills and experience you offer and why you are a good culture fit.



Example: *“I have a passion for application development that’s grown stronger over the course of my five-year career. The company’s mission aligns with my personal values and from my limited time in the office, I can already tell this is the sort of positive culture in which I would thrive. I want to work for a company that has the potential to reshape the industry and I believe you’re doing just that.”*

16. Do you have any questions?

This might be one of the most important questions asked during the interview process because it allows you to explore any subject that hasn’t been addressed and shows the interviewer you’re excited about the role. By this point, you will likely have already covered most of the basics about the position and the company so take time to ask the interviewer questions about their own experiences with the company and gain tips on how you can succeed if hired.

Example: *“What do you love about working for this company? What would success look like in this role? What are some of the challenges people typically face in this position?”*

Much like preparing for a test in school, the best way to succeed in your interview is to study and practice. Do research on the company and the job and practice your talking points until you feel confident about your answers. The more you prepare, the more likely you are to leave a lasting impression and outperform fellow candidates.

Source: <https://www.indeed.co.in/career-advice/interviewing/top-interview-questions-and-answers>

## PUZZLE TIME

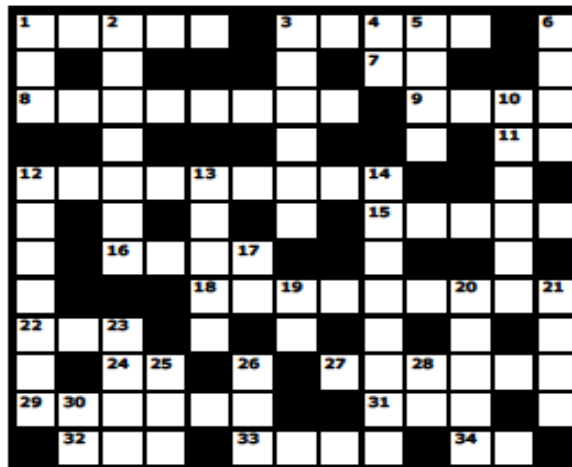


Guess the word.

## CROSSWORD

### Across

- 1 A woman who is about to get married or has just got married (5)
- 3 An instrument that shows the time of the day (5)
- 7 \_\_\_\_\_ thank you (2)
- 8 They can be used for cutting paper (8)
- 9 A very popular food in Japan (4)



- 11 Is \_\_\_\_\_ your brother? (2)
- 12 He got up and answered the \_\_\_\_\_ (9)
- 15 She \_\_\_\_\_ her new room very much (5)
- 16 Unwanted e-mails (4)
- 18 My husband reads the \_\_\_\_\_ every morning at breakfast time (9)
- 22 You use this to write a letter with (3)
- 24 I \_\_\_\_\_ very happy today (2)
- 27 The sixth planet from the sun (6)
- 29 It is coloured red and can be used in salad (6)
- 31 Kenta is \_\_\_\_\_ a good boy (3)

- 32 Past tense of feed (3)
- 33 It is worn around the waist (4)
- 34 We can see Mount Fuji \_\_\_\_\_ a clear day (2)

### Down

- 1 A large vehicle which carries people (3)
- 2 Long pointed pieces of ice (7)
- 3 A long orange vegetable (6)
- 4 What's \_\_\_\_\_ the television tonight? (2)
- 5 I usually eat \_\_\_\_\_ flakes for breakfast (4)
- 6 Not costing any money (4)
- 10 Solid food made from

- milk - it can be used in sandwiches (6)
- 12 A brass musical instrument (7)
- 13 A large musical instrument (5)
- 14 A large animal with grey skin (8)
- 17 Please tell \_\_\_\_\_ your telephone number (2)
- 19 My wife and I both play golf and \_\_\_\_\_ love it (2)
- 20 This planet was discovered in 1930 (5)
- 21 This is worn on the finger (4)
- 23 Yamamoto is a very popular \_\_\_\_\_ in Japan (4)

- 25 Stupid or crazy (3)
- 26 Work, employment (3)
- 28 I'm going \_\_\_\_\_ school now (2)
- 30 A box \_\_\_\_\_ tissues (2)