

# **Yashoda Girls' Arts & Commerce College, Nagpur**



**Department of English**

**Assignment**

**Session: 2020 – 2021**

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STD. : B.A-III SEC. 2020-2021 Roll No. : \_\_\_\_\_

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*[Handwritten Signature]*

PRINCIPAL

Yashwantrao Chavan Arts & Commerce College  
Gachhapada, Nagpur-46

~~24/11~~

## \* Composing E-mail \*

E-mail is one of the most useful features of the internet. It is the cheapest and faster than post. It is less intensive than phone calls and less cumbersome than a fax. It has changed the way we send and receive messages, documents, visual and audio-video materials. It can be useful in personal life in studies and in the workplace.

### Guidelines for effective use of e-mail:

- 1) Use limited number of words as possible as (short line and descriptive).
- 2) Use short sentence recognize the messages by stating the main points first and sub point.
- 3) Keep paragraphs short to provide eye-relief.

4) Leave a blank line between paragraphs to organize your thinking.

5) Ascertain that your e-mail is addressed to the correct receiver.

6) Don't use stilted and informal English.

• An e-mail to your friend thanking him or her for the birthday gift.

Date : Mon, 12 September 2015  
14:15:19.

To : Banti Rathi bantiathi@yahoo.com.

From : Shazad Vihrekar shazadvihrekar@rediffmail.com.

Sub : Thanks for the birthday gift.

Banti,

I celebrated my 21<sup>st</sup> birthday

cheerfully with my parents. But I miss you. We made lot of fun on my birthday. You did not come. I am very grateful to you for your precious gift that you have sent me. Please come ASAP to my house so that I can plan ahead about picnic.

Once again I thank you  
Regards,  
Shreya.

- An e-mail to the owner of Popular Book Depot for placing an order for books in your college library.

Date : Mon, 12 September 2015 14:15:13

To : manage@popularbookdepot@yahoo.com

~~Manager~~

I shall be grateful to you if you send following books of each copy by V.P.P urgently in my library.

### List of Books

- 1) Swami Vivekanda
- 2) My Experiment with Truth
- 3) Shakespeare's Hamlet
- 4) The white Tiger.
- 5) Kanchapurea
- 6) Shadow from Ladak
- 7) The man-Eater of Malgudi.
- 8) Gitanjali
- 9) The wings of fire to the Great Indian Navel.

Once again ~~THX~~ and Send ASAP  
Regards.  
Librarian.

R. S. Bidkar College Hingunghat.



### \* Curriculum Vitae \*

A Curriculum Vitae is also known as a biodata or a resume. Although the terms are synonymously used.

They differ from each other. A resume generally includes a gist of an individual's education, past employment and skills for a new position. A curriculum vitae contains all the elements of a resume but is more detailed. In form of educational qualification whereas a biodata generally contains personal details like date of birth, nationality, marital status, gender and address.

- Mr. Pandit. K. Narejan  
Sant Tukadaji ward chandrapur  
Mobile No. 9423416547  
Pandit 12 @ gmail.com  
Personal Information  
Name : Pandit K. Narejan  
Date of Birth : 12th April 1993  
Residential Address : Sant Keupa Co-Op  
Mehman Society, Sant Tukadaji ward Hingang



ghat, Dist Wardha.  
Mobile No. : 9423419635  
Nationality : Indian  
Qualifications : B.A. from A.S  
Bidkar College,  
MS-CIT passed,  
Typing English and Marathi, passed  
Experience: worked in Bharvan's GVM  
School Hinganghat.  
Award / Achievements : Best student  
Award other in  
other Information : MS-CIT Computer  
English 30 WPM passed.  
Extra-curricular Activities : Member of  
Rotary club Referees  
References are available on request

Dated  
3<sup>rd</sup> January 2018

- ME. Srujabham K. Kamdi Ram Nayer  
Ward  
Mobile No. : 9423416544  
Vijayklakhe @ gmail.com  
personal Information  
Name : Srujabham K. Kamdi  
Date of Birth : 10<sup>th</sup> April 1995





Residential Address: Ram Nayaré ward  
Naypuré

Mobile No. : 9422419635

Nationality : Indian

Qualifications : B.A. from A.S Bidkare  
College.

M.A. from Be. Wankhede  
College - Naypuré

Naypuré Experience Worked in Vijawala  
Bank Hinganghatt.

Awards / Achievements

Best student Award

Other Information : MS-CIT

Computer English 30 WPM  
passed.

Extra Curricular Activities : Member  
of Rotary club Referees.

References are available on Request

Date

3<sup>rd</sup> January 2018



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Name : Damini D. Mohitkar

Date of Birth : 14 April 1999

Residential Address : Sahakaraj Nages Wadardhe  
Tad Nagpur

Mobile No : 7066544680

Nationality : Indian

Qualification : B.A. from Yashoda girls college  
M.S.-CIT passed

Award / Achievements : Best Student  
Award

Extra-curricular Activities :

Member of Literary  
Club Referee

References are available on request

Dated

21 January 2020



## \* Group discussion \*

A group discussion is initiated to gather opinions on any issue or topic, and arrive at a conclusion. A group discussion helps us understand the opinions of the people involved.

You should remember the following points to engage in a group discussion.

- Initiate the topic clearly.
- Take turns in expressing your opinion.
- Do not interfere when someone else is talking, wait for your turn.
- If you have to put forward a point, out of turn, politely request for an opportunity to express your view.



If you do not agree with any point, express your disagreement, sensibly and politely.

- Introduce new points or ideas if the discussion gets repetitive.
- Appreciate the views of others gracefully.
- Use an appropriate tone of voice to emphasize your point of view.
- Never shout to make your point.
- Maintain a calm and pleasant expression on your face.
- Make sure the topic is discussed from all the possible angles.
- Arrive at a conclusion logically.



## \* Situational Role-play \*

Role-playing takes place between two or more people, who act out roles to explore a particular scenario. Role-play can also include enacting a situation from everyday life.

A sample role-play between Poonam and her children - Siddhi and Siddhant.

### Role-play

Poonam : Siddhi, where are you going.

Siddhi : I have to rush to college, mom I have to attend a class at 10.

Poonam : please have your breakfast before leaving for college.

Siddhi : But mom, I am getting late!



Siddhant : I am sure Siddhi is waiting to dig into delicious Samosa-  
Sas at her college canteen!

Siddhi : mom, look how Siddhant teases me. He has no idea that I do not even find time to visit the canteen as I have such a packed schedule.

Poonam : you just want to have junk-food all the time! I am not going to serve you Dosaes and fries in the morning! Upma is the nutritious and you will have to eat it.

Siddhant : mom, I am not hungry?

Siddhi : I am sure Siddhant is waiting to go to a cafe and have his favourite burger or pizza.

Siddhant : That is not true. I can not afford to go to a cafe every day!



Poonam : Look, let's do one thing  
Today you can eat the  
Upma. I made But you can  
have your favourite food  
once a week. You should  
understand children that junk  
food is not good for your  
health.

Siddhant : yes, mom you make  
sure we eat right and are  
healthy we love you for  
that!



Show your experiences of visiting a hospital / discussing a health problem with a doctor.

A. Sample conversation between a doctor and a patient:

Conversation

Patient : Good morning, Doctor?

Doctor : Good morning. What can I do for you?

Patient : Doctor, I have been running a temperature for the last four to five days. I have taken paracetamol tablets to bring the fever down but they have no visible effect on me.

Doctor : I can see you have fever at the moment. I will prescribe some medicines and recommend some blood tests. Show me the reports by tomorrow. I am afraid





it could be a mild attack of malaria, but I can confirm it only after going through the reports.

Patient : I hope it is nothing serious

Doctor : No please don't worry. Right now malaria is widespread in our town like everybody else, you stand a risk. But you need not worry. If the reports are positive for malaria you will need to take your medicines regularly and test sufficiently you will also need to avoid going to office for two or three weeks.

patient : Can I get a medical certificate to that effect?

Doctor : Indeed, you can please visit me after you get your blood test reports. I will advise you on your next course of action and also issue you a medical certificate in the need arises.

Patient : Thank you, Doctor.



## \* Facing interviews \*

We need to face interviews for various purposes. We need preparation to appear for interviews to get admitted to an institution for a course of study or to secure jobs. A good self-appraisal would enable you to highlight and advertise all your skills and talents.

The following points that would help to face an interview.

- Dress appropriately.
- Reach on time.
- Be calm and composed.
- Greet everyone on the interview panel.
- Maintain a pleasant expression on your face.
- Show enthusiasm.
- Look at the interviewee while answering.



a question.

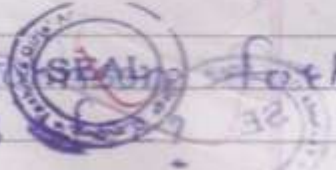
- Think of possible answers to a set of questions that are commonly asked interviews.
- Mention any award or recognition that you may have won in your academic or professional career.
- Answer questions in brief but touch upon all relevant points. Do not digress unnecessarily.
- The interviewer should receive a clear picture of your personality and your skills in order to fairly judge your suitability for the position.
- Your certificates and other important documents should be properly filed and presented at the time of interview.

confident and believe in yourself.



Answer the following questions one two sentences each other.

- 1) What does the photographer suggest he could do with Leacock's eyes?
- 2) What does the narrator do at the end just before leaving the photographer's studio?
- 3) What is the photographer's opinion of the narrator's face?
- 4) How does he whom does W.B. show address in "Spoken English and Broken English"?
- 5) What was the duty of the committee established by the B.B.C.?
- 6) How should the foreign speakers speak English?
- 7) What, according to show, is "broken English"?
- 8) What was Sir J. Robertson famous for?



9) How does Ramanujan describe the city of Madurai?

10) What did the river in flood carry off?

11) What were the homes of the two cows, carried away by the flood?

12) Name any three birds mentioned by Sarojini Naidu.

13) What are the pigeons decrying of?

14) What are the parrots plundering?

15) What does the variety of birds in the poem symbolize?

16) What did Lord Shiva promise to Chitrea's -  
- royal grand-father?

17) Why did Chitrea's father bring her up as a son?



18) What was Chitrea's prayer to Madurai?

and Vasanta ?

- ①) What did Arjuna ask Chitrea when he met her in the temple of Lord Shiva?
- ②) Why is Chitrea unhappy when, seeing her beauty, Arjuna wants to break his vow of chastity?
- ③) What did the villagers tell Arjuna?



Ans ① The photographer suggested that he wanted to fix ears of Leacock all eight in the print.

Ans ② The narrator bursts into tears and left at the end just before leaving the photographer's studio.

Ans ③ According to the photographer, the narrator's face is quite wrong it would be better three quarters full.

Ans ④ W.B. Shaw addresses to foreign students of English.

Ans ⑤ Ajuna asked the duty of the committees to decide how the utterances of speakers employed by the corporation should be pronounced.

They should speak English with a strong foreign accent.

Ans ⑦ "Broken English" according to Shaw, is English without any grammar.

Ans: (8) Sir Johnson Forbes - Robertson was famous for his acting and for the beauty of his speech.

Ans: (9) It is large in Tamilnadu on the Banks of River Vaigai.

Ans: (10) The flooded river carried off these village houses, two cows named Gopi and Beinda, and a pregnant woman.

Ans: (11) The two cows carried away by the flood were Gopi and Beinda.

Ans: (12) The bulbul, the osiote and the honey-bird are mentioned by Sarojini Naidu.

Ans: (13) The pigeons are dreaming of 'a home amid the tree-tops'.

Ans: (14) The parrots are plundering the seed ripe figs.

Ans: (15) The variety of birds in the poem symbolize the cultural diversity of humankind.





Ans (16) Lord Shiva promised Chitea's royal grandfather an unbroken line of male descent.

Ans (17) Chitea was the only child of her parents to become the ruler of the kingdom after father as he had no male child. Therefore, he brought her up as a son.

Ans (18) Chitea prayed to gods Madana and Vashanta to grant her perfect beauty for a single day.

Ans (19) Chitea was unhappy because she knew that Aejuna was in love with her true self which was "unattractive".

Ans (20) The villagers told Aejuna that princess Chitea was their protector, their father-mother in one, and was the terror of all evil doers.

Aejuna asked Chitea what she is searching for and what vow she kept her in the temple.



Handwritten signature and date: 4/1/2022

Principal  
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