

Yashoda Girls' Arts & Commerce College, Nagpur



Department of English

Assignment

Session: 2021 – 2022

INDEX

Name : Damini P. Mohite

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

Sr. No.	Title	Page No.	Remark
1.	Composing E-mail	1 to 4	
2.	Curriculum Vitae	5 to 8	
3.	Group discussion	9 to 10	
4.	Situational role-play	11 to 13	
5.	Conversation	14 to 15	
6.	Facing Interviews	16 to 17	
7.	Questions	18 to 20	



[Handwritten Signature]

PRINCIPAL

Yashwantrao Chavan Arts & Commerce College
Gach Nagar, Nagpur-46

~~11/1~~

* 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 bantirathi@yahoo.com.

From : Shazad Vihrekar shazadvihrekar@rediffmail.com.

Sub : Thanks for the birthday gift.

Banti,

I celebrated my 21st 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 free to the Great Indian Navel.

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

R. S. Bidkar College Hingunghat.



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 afeeling



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.



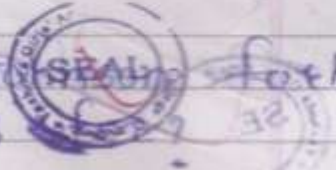
a question.

- 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 Vastu 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
The Arts & Commerce
High School, Bapatnagar

Contents :unit - I

1. About the author and first prose section

1. With the photographer

- Stephen Leacock

2. Spoken English and

broken English - C. B. Shaw.

unit II

1. A River

- A. K. Ramanujan

2. The Bird sanctuary

- Sarojini Naidu.

3. unit III

1. one Act play - Rabindranath Tagore

2. Applied skills

A) Composing an Email



1) playing an order for books in your college

2) Book a room for your request to the manager

3) Email your father about your university offline Examination

B) prepare a curriculum vitae.

1. post of Assistant professor English

2. prepare a curriculum vitae for the post of Junior clerk.

3. post of sales representative

C) paragraph writing

1. My first Day in the college

2. Social Chatharing in my college

3. Bad Habits



Author Information

1. With The Photographer

- Stephen Leacock

The Essay with the photographer
was written by Stephen Leacock the
photographers in the studio. The author
was and described his experience of
a photographer taken by the photographer.
The author records his emotional
reactions of having his face retouched
it reshaped and recontoured by
the skilled photographer in a funny way.
The author has narrated
the facts with humour and
irony in the present essay.



2. Spoken English and Broken English

- George Bernard Shaw

George Bernard Shaw (1856-1950) was dramatist, critic and thinker. He is known for the English alphabet and simplify spelling. 'Spoken English and Broken English' was a radio talk broadcast over WNEW in Manhattan. Shaw points out that everyone pronounces words in English in their own unique way and nobody speaks perfect English. In the present speak the author says that presentable English and they should speak with strong foreign accent and speak broken English that is English with any grammar.



POETRY

1. A RIVER

- A. K. Ramanujan

A. K. Ramanujan was a poet, translator and playwright, scholar and cultural historian. He wrote both in English and in Kannada. The poet focuses on specific objects or a situation. His poems are modern in style.

The River in the poem is the Vaigai, a centre of Madurai. It is the city of the temple and the poets. The poem paints a picture of the people of the city, the poet's sufferings and the villagers' sufferings in the present poem.



2. The Bird Sanctuary

- Sarojini Naidu

Sarojini Naidu was an active participant in India's freedom movement. She was elected president of the Indian National Congress. Her writing earned her the name of the nightingale of India. The poem seeks shelter and sanctuary for mankind.



ONE-ACT PLAY

Chitra

- Rabindranath Tagore

Rabindranath Tagore was poet-playwright, novelist short story writer.

Essayist, dramatist and musician. He was a famous Bengali poet. He was first Asian to win Nobel prize for his literature.

Chitra one act play on the theme of true love. The story is beautiful narrates the love between Arjuna a great warrior from the Kuru clan and Chitra the beautiful doctor Chitravan's daughter, kind of Manipur. The one act play Chitra with the theme of true love. Chitra admits to Arjuna that she is the princess of Manipur. She begged for the beauty to God of Love (Madana). She also admits that she is not perfect beauty and he would accept her. Arjuna comes to know about his son and he was happy and states that his life is finally full.



Applied skills

A) comparing an Email

- 1) * playing an order for Books in your college library

Date : mon 25 April 2022

To : yashoda girls college @
gmail.com

From : nazshadadahane 3 @ gmail.
com

Sub : order for books

manager

I shall be grateful to you send following books of each copy by v.p.p urgently in my library.

List of Books

1. with the photographer - stephen leacock

2. spoke English and Broken English - G.B. shaw



3. A River - A.K. Ramanyan

4. The Bird Sanctuary - Sarojni Naidu

5. Chitra - Rabindranath Tagore



* 2) you are going to visit Nagpur. you want to book a room at Redission Blue Hotel. you're your request to the manager with details.

Date : mon 25 April 2022

To : yeshoda girls college @ gmail.
com

From : harshadadahane 3 @ gmail.
com

Sub : booking of a room

manager:

I am going to visit Nagpur on April 2022. I have to attend International conference from April. So I have to stay in Redission Blue hotel. Let me know whether room is available or not. If the room is available book it for me so that it will be convenient for me. I will make online payment within 24 hrs

once Again I THX you

Regards

prof.

Harshada S. Dahane



* 3) Email your father about your university offline Examination.

Date : 25 April 2022

To : yeshoda.girls.college@gmail.com

From : harshadadahane3@gmail.com

Sub : university offline Examination

Papa

I am very happy to inform you that my university offline examination is to going to start from 25 April 2022. Nowadays I am so busy in my study that I could get time to speak with you. Every day I wake up early in the morning and trying my level best to secure first position in the university. when the offline examination will over I will over I will come to see you I am very happy here in my hotel

once again I THX you for encourage me



Regards

* B) prepare a curriculum

* 1) post of Assistant professor English

Dr, Harshada. S. Dahane

mobile No: 8080255874

Harshadadahane3@gmail.com

personal Information

Name : Harshada. S. Dahane

Date of Birth: 26th Feb 2002

Designation: Assistant professor
in English

Qualification: B.A (Mar)

yeshoda. girls Arts
and Commerce college
Nagpur

Residential Address: At Knapri
fata Wardha road (Nagpur)

hobbies and Interests:

I like reading and writing
short stories. A book on English Grammar
is likely to publish

Awards:

Best student awards



Other Information :- MS-CIT
and computer English



- * 2) prepare a curriculum vitae for the post of Junior clerk.

Mr. Harshada S. Dahane

Mobile No: 8080255874

Harshadadahane3@gmail.com

personal information:

Name: Harshada S. Dahane

Date of Birth: 26th Feb 2002

Residential Address: At Khapri
Wardha road (Vagpur)

Mobile No: 8080255874

Nationality: Indian

Qualification: B.A form

y.g. college

MS-CIT passed

Typing English and marathi
passed.

Awards:

Best student Award

Dated

25th April 2022



* 3) post of sales representative

Miss Harshada S. Dahane

yeshoda girls college Nagpur

Mobile No: 8080255874

Harshadadahane3@gmail.com

personal Information:

Name: Harshada S. Dahane

Date of Birth: 26th Feb 2002

Residential Address: At Khapri

fata wardha road Nagpur

Mobile No: 8080255874

Nationality: Indian

Qualifications: B.A from

y.g. college

Nagpur

Award:

Best student Award

Other Information:

MS-CIT

References:

References are available

on request

dated:

25 April 2022



* c) paragraph writing

* 1) My First Day in the college

It was Monday morning, my first day in Y.S. college. As I entered in college premises, I found many new faces and big building. I felt uncomfortable till I met two students from previous institute. I discussed with them. Soon the bell rang. All of gathered in the courtyard for assembly. The principal of the college Dr. B. G. Ambatkar addressed the gathering and asked to attend the classes regularly and study hard for success. He urged us to participate in games and different academic activities like debate and play dance, essay writing etc. added that ~~students~~ life is the period of



A 3)

Bad Habits

It is very easy to acquire bad habits. The most common bad habits are over eating, drinking and smoking. The more we do it, the more we tend to like doing it. We become slowly slaves of these bad habits. If we do not continue to do it, feel unhappy. Such tendency should be fought against. Things that are very good when done once in a while become very harmful when done too often and too much. This becomes true of even work or rest. Some people become workaholics while others become too lazy, idling away their lives. Both these habits are harmful. The wise man is he who strikes balance. He will say to himself that he is becoming the ~~victim~~ of bad habit. With strong determination the wise man will try to get himself out of any bad habit at once.

~~check~~

~~18/11/2022~~

Handwritten signature



Principal
Sri Chandra College of Arts & Commerce
College Road, Nagar, Nagpur-46

