

# **STUDY MATERIAL**

*ON*

## **COMMUNICATIVE ENGLISH-II 2<sup>nd</sup> SEMESTER**

**SUBMITTED BY:-**

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## CHAPTER-1

**Q.1- Define communication. Describe the process of communication with diagram and also state the factors responsible for it.(2014,2016)**

**Ans:-**

-Communication is derived from the Latin word “**Communication**” and “**Communicare**”. It means to share.

- Communication is all about sharing of knowledge and feelings with other persons.

- The ability to communicate with the help of language distinguishes human beings from animals.

- Communication is the exchange of means between individuals through a common system of symbols.

- Communication is all about conveying information through the exchange of thoughts, messages or information as by speech, visuals, signals, writing or behaviour.

### **PROCESS / STAGES OF COMMUNICATION**

The following are the stages of effective communication.

#### **1. SENDER**

Sender is a person or group of organisation, who has an idea or information which he wants to communicate to others. The process of Communication always starts with the sender.

#### **2. MESSAGE**

The information that the sender wants to convey in physical form which can be understood by the receiver is known as message. Message always has its own meaning.

#### **3. MEDIUM / SOURCE**

The method used to send the message is known as medium of source. The followings are the different methods for different situations:

(i) In case of oral is equal to spoken.

(ii) In case of electronic means is equal to TV, Mobile phone, Fax, Email.

(iii) In case of paper based letter, memo, paster, etc.

#### 4. ENCODING

Attaching a meaning to the message sent by the sender is known as encoding. Encoding is generally created by the sender.

#### 5. RECEIVER

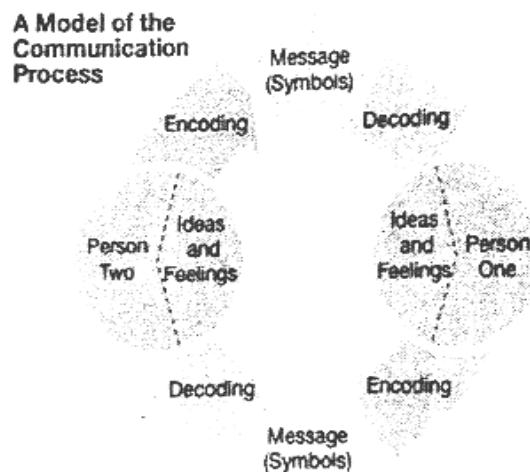
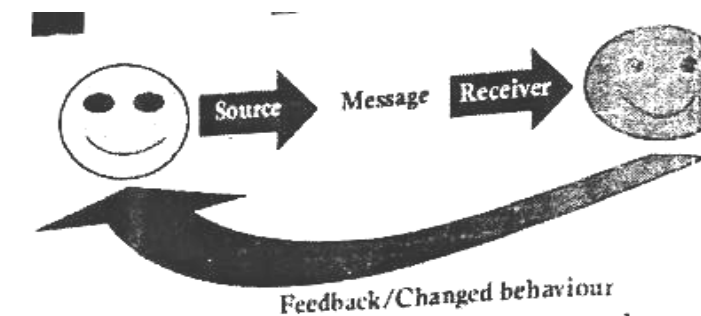
The Person, group or organisation that receives the message sent by the sender is known as receiver.

#### 6. DECODING

Attaching a meaning to the message received by the receiver is known as decoding. Decoding is generally created by the receiver.

#### 7. FEEDBACK / REPLY

It is the main part of successful communication. Feedback is nothing but the response or reply of the receiver in the form of some action.



**Q.2:- Difference between one-way communication model and two-way communication model with diagram and examples.(2015,2017)**

Ans:-

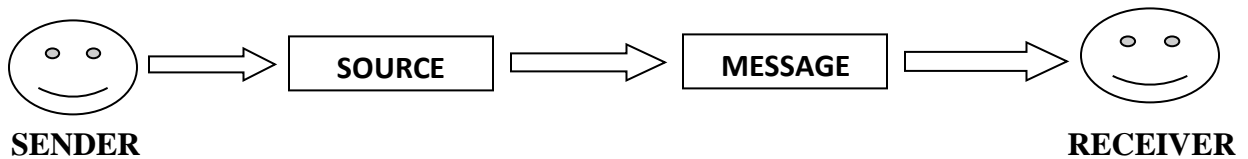
**COMMUNICATION MODEL**

Communication model indicates that how a communication is effective between two persons or more than two persons. Communication model is generally divided into two types.

1. One way communication Model
2. Two way communication Model

**(I) One way Communication Model:-**

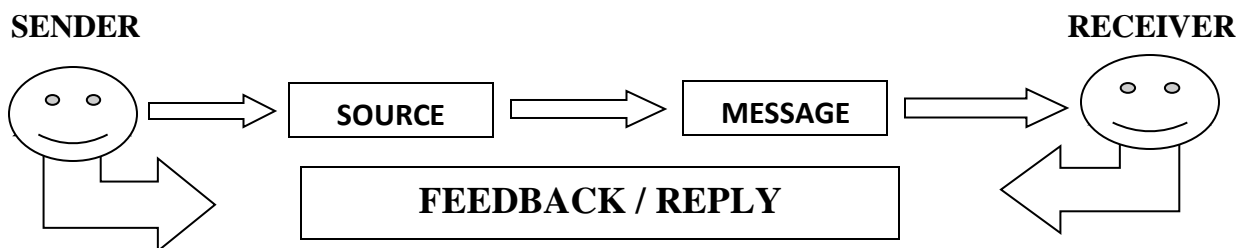
One way Communication Model is one way traffic where flow of idea is restricted from one side only.



Here the message from the sender side is only restricted to the receiver. Examples of One way communication include Television, Radio, Writing, Speeches, Programs, etc.

**(II) Two way Communication Model:-**

After getting the message if the receiver sends the reply of feedback to the sender, It is known as Two way communication model.



Examples of Two way communication include Telephone conversation, instant messaging, Face to Face conversation etc.

**Q.3:- What role is played by “feedback” in the process of Communication?  
(2016)**

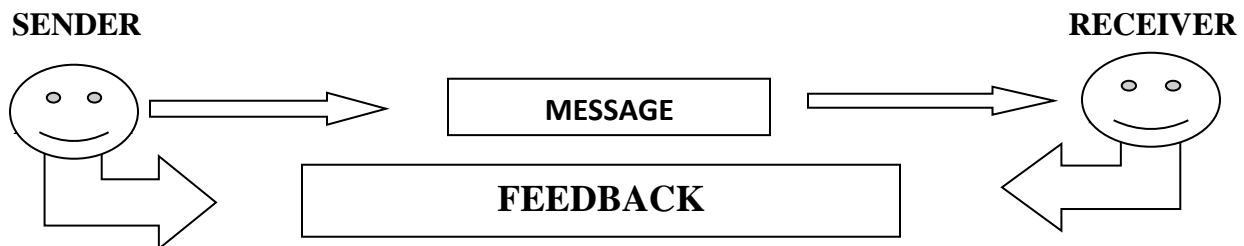
**Ans:-**

**Feedback**

Feedback is an integral part of a successful and effective communication. The source or the sender will not come to know whether the communication that they have sent has been successful, i.e. whether the receiver has understood the meaning or not, unless they receive some feedback. Feedback is thus the response of the receiver in the form of some action or gesture of some may be asking more questions or calling further explanations.

- 1) It completes the whole process of communication and makes of continuous.
- 2) It sustains communication process.
- 3) It is a basis for measuring the effectiveness of communication.
- 4) The Process of communication finishes only when the vicious cycle ends up with feedback.

Feedback is a system where the reaction or response of the receiver reaches to the sender after he has interpreted the message. Feedback is inevitably essential to make Two- way communication effective.



**Q.4:- What is Code? How it is important in the process of Communication?(2015)**

**Ans:-**

Code is communication, set of symbols and rules for their manipulation, by which the symbols can be made to carry information. By this extended definition all written and spoken languages are codes. While these are sufficient and actually quite efficient in transmission of information, they are at times ambiguous and are highly inefficient for telecommunication. In communication and information processing, code is a system of rules to convert information - such as a letter, word, sound, image or gesture-into another form of represents sometimes shortened or secret, for communication through a channel or storage in a medium.

**Q.5:- Discuss importance of Communication through English.(2016,2017)**

**Ans:-**

Communication is a skill which involves systematic and continuous process of speaking, listening and understanding. Most people are born with the physical ability to talk, but we must learn to speak well and communicate effectively. Speaking, listening and our ability to understand verbal and nonverbal cues are the skills by observing other people and modeling our behavior on what we see and perceived. We are also taught some communication skills directly through education. By bringing those skills into practice and getting them evaluated. The face of modern India is changed drastically due to globalization it has brought to India different cultures. In today's world of competition no organizations want to remain local their aim is to expand all over the world. Keywords: English communication, speaking, listening and understanding introduction English is acknowledged passport to better education and employment opportunities. English language plays a crucial role to weave the world into a single thread. English has a status of a second language in almost all the countries where it is not the first language. To acquire simple language for day to day communication is main aim of learning any language. In turn, today's workforce is expected to be highly competent to continually improve skills and engage in lifelong learning. Language is a skill, like any other skill until and unless we practice the skill mastery is highly impossible. The aim of learning a language indirectly links with the LSRW skills that are to be developed. As a universal process communication influence the activities of the human community at large. Social development is a prominent feature of effective techniques of communication, which is necessary for sustaining the growth and development. The need for learning a language arises from the point of view of its adaptability, productivity, utility, universality and teachability. Communication is a sharing of feelings, ideas and opinions with others. This can be intellectual, thoughts with others. The two-way processes of communication motivates, inform, suggests, warns, orders, changing behavior and to establish better relationships to make interaction meaningful and make oneself understood. Communication becomes effective when a communicator is effective enough to communicate competently, simply, clearly sincerely and dynamically. Communication is essential for close sympathetic relationships in a society and for transformation of men, material and thoughts from one place to another. This process involves initiation reception and response that serve as feedback. Hence, communication is interactive by nature. Today the compulsions of learning English are no longer merely political but scientific and technological. And no longer is

English language of Great Britain only; it is the language required by the world for greater understanding; it is the most international of languages. English has become a global language a connecting link, a language of modern science and technologies, a language of latest sciences, like information technology and space science, a language of all competitive examination be they the state level, national level or international level. Whether we realize it or not we are now living in the world of information and communication technology.

## CHAPTER-2

**Q.1:- Define unsystematic or informal flow of Communication. Trace out its merit and demerits?(2015,2017)**

**Ans:-**

### **INFORMAL COMMUNICATION / GRAPEVINE COMMUNICATION**

- Informal communication ignores all formality prescribes communication networks. It exists side by side with a formal network.
- Informal communication is not recorded anywhere; mostly it takes the oral medium.
- Informal communication is not pre-planned by the management.
- It is not controlled by rules and regulations.

### **Merits of Informal Communication**

The following are the merits of the informal Communication.

#### **1. Willingness**

The employees share information because they are directed by the authorities but they give information willingly. Here the employees have full freedom to give their views and opinions.

#### **2. Emotional Relief**

The employees get emotional relief when they give importance to their feelings. The fact is that the employees listen to each other.

#### **3. Economical**

Grapevine communication is a nonexpensive method of sharing information to a large no of people in shorter span of time.

#### **4. Cementing**

Here cementing means strong. The grapevine acts as a cementing force in an organisation. The employees share their feelings with each other without any restrictions on them.

### **Demerits of Informal Communication**

The followings are the demerits of informal Communication.

#### **1. Non Accountability**

Accountability means responsible informal communication has nothing on the record. One can't hold person responsible for any failure in the communication process.

#### **2. Misleading**

Information given through informal way may be misleading. There is no doubt in the fact grapevine carries a vital and important message but this message may not be error free.

#### **3. Personal Bias**

Every listener has a tendency to colour the message received in accordance to his own perception. Thus, it may happen that the messages are lost while travelling in an informal network of communication.

#### **4. Harmful for the Organisation**

According to this point as discussed above, if grapevine carries an unimportant and unreliable message it may give a loss to the organisation.

**Q.2 :- Describe different types of formal communication.(2016)**

**Ans:-**

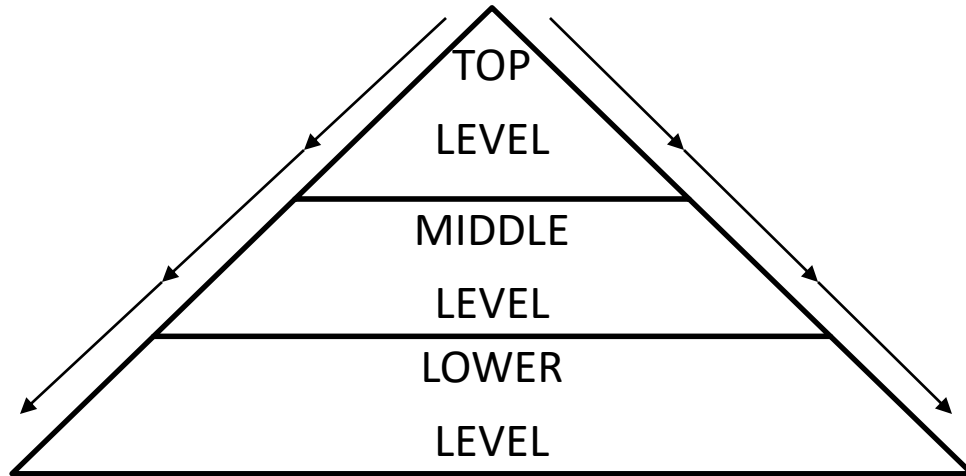
#### **Types of Formal Communication**

Formal Communication is generally divided into three types-

- i) Down ward Communication
- ii) Upward Communication
- iii) Horizontal Communication



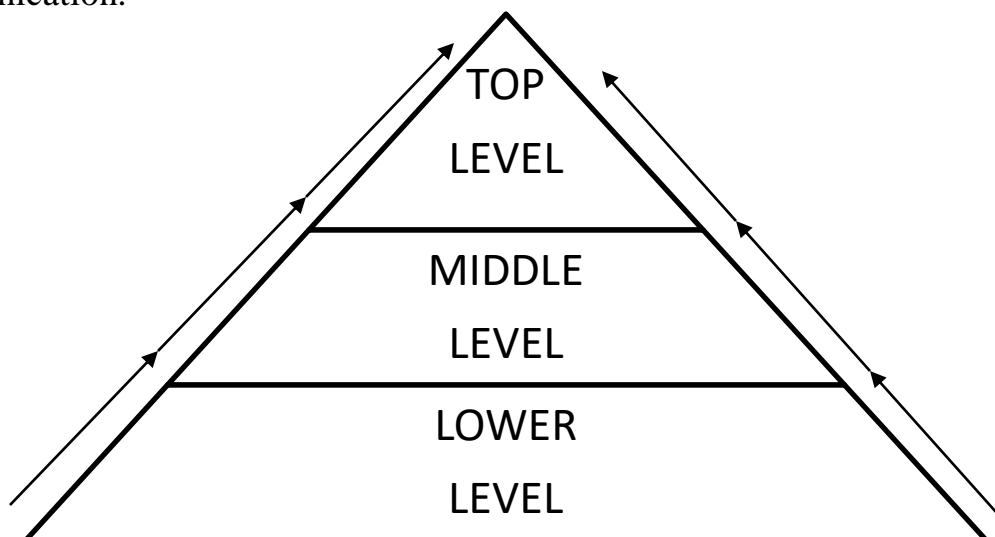
### **i) DOWNWARD COMMUNICATION**



- Downward communication is the first type of formal communication.
- The information which flows from the top level to the lower level through the middle level is known as downward communication.
- Downward communication flows down from top to bottom of a business organisation.

### **ii) UPWARD COMMUNICATION**

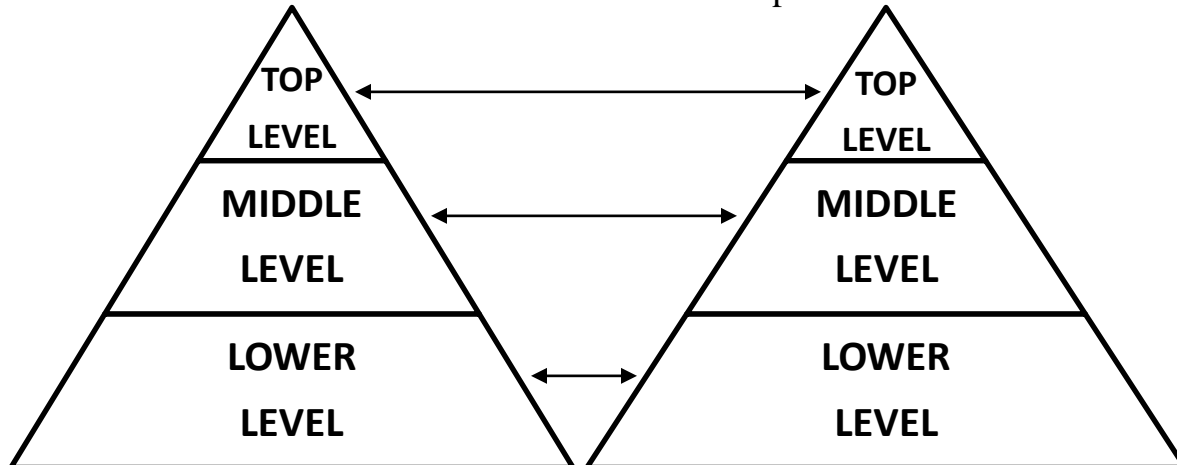
Upward communication is coming under the second type of formal communication.



- The communication which flows from the lower level to the top level through the middle level is known as Upward communication.
- The Upward communication channel provides an opportunity to the lower level employees to share their suggestion and feedback with management with their seniors.

### iii) HORIZONTAL COMMUNICATION

Horizontal communication is also known as parallel communication.



- When communication flows between the same level of an organisation or between the same level of two organisation is known as horizontal / parallel communication.
- Here employees can release their frustration and tension by sharing it with other employees of their same level.

**Q.3:- Explain what is grapevine communication?(2016)**

**Ans:-**

If communication is done without maintaining the formalities prescribed by the organization, it is called informal communication. It is also known as grapevine that takes place when the people of an organization or group, especially of some level of rank gather or meet and discuss informally. It has no definite pattern or direction though it is largely horizontal in nature.

**Q.4:- What is formal flow of communication in an organisation?(2015,2017)**

**Ans:-**

In all business organisation have their own prescribed channel of communication to ensure a smooth and save flow of information. The flow of

information is strictly controlled and is guided by the management and the employees have to follow in letters.

**a) Establishes the authority of Management**

Since the information flows according to the rules by the management, the authority of management is safeguarded.

**b) Accountability**

In a formal flow of information, orders and directions follow a setline of authority.

**c) Strengthens the relationship between immediate bosses and juniors**

Since the information is conveyed through proper channels the immediate bosses are supposed to be in touch with their sub-ordinates to collect information from them and inturn disseminate intended messages to them.

**d) Uniformity**

A formal communication ensures uniformity in dissemination of information in an organisation since all the employees are to be conveyed information through a prescribed channel. There is no scope of communication gap.

**e) Authenticity of information**

Since the information convey is rotated through proper channel and is indicated by concerned managers the employees can trust this sort of information.

**Q.5:- SHORT NOTES (2015,2016,2017)**

**i) Facial expression:-**

A facial expression is one or more motions or positions of the muscles beneath the skin of the face. According to one set of controversial theories, these movements convey the emotional state of an individual to observe. Facial expressions are a form of nonverbal communication.

**ii) Use of plain English:-**

Plain English is clear, straightforward expression, using only as many words as are necessary. It is a language that avoids obscurity, inflated vocabulary and convoluted sentence construction. It is not baby talk, nor is it a simplified version of the English language. Writers of plain English let their audience concentrate on the message instead of being distracted by complicated language. They make sure that their audience understands the message easily.”

### **iii) Downward communication:-**

Downward communication occurs when information and messages flow down through an organization's formal chain of command of hierarchical structure. In other words, messages and orders start at the upper levels of the organizational hierarchy and move down toward the bottom levels, Responses to downward communications move up along the same path.

### **iv) Audience:-**

An Audience is a group of people who participate in a show or encounter a work of art, literature( in which they are called "readers"), video games (in which they are called "players") , or academics in any medium.

### **v) Message:-**

A message is a discrete unit of communication intended by the source for consumption by some recipient or group of recipients. A message may be delivered by various means, including courier, telegraphy, carrier pigeon and electronic bus. A message can be the content of a broadcast. An interactive exchange of messages forms a conversation.

### **Q.6:-Difference between interpersonal and intrapersonal communication?(2017)**

**Ans:-**

**i)**The difference is that intrapersonal refers to relationships or actions that take place between two or more people while intrapersonal refers to things that go on exclusively within one person.

**ii)**Interpersonal communication is the type of communication that take place between different people. But intrapersonal communication is the communication that occurs within an individual.

## CHAPTER-3

**Q.1:- Give a short note on Semantic barrier.(2016)**

**Ans:-**

Semantic barriers, recently, there has been a good deal of criticism on those theories which opine that the text has a fixed and definite meaning. And it has been clearly proved that that the text or words do not have a fixed meaning, it is the reader or listener who instills his own meaning to words or text. It means a same word can convey different meanings to different people. In fact, it is the context in which a word is understood, decides its meaning. Therefore in a communication process, it may happen that the sender uses the same word to convey his meaning but the listener may attribute a different connotation (a meaning in addition to or a part from the thing explicitly named or described by a word) to it and understand a meaning different than what the sender intended to convey. Thus people colour the meanings of words according to their own perceptions and understanding of the given context.

**Q.2:- Define “barrier”. How barriers to communication can be overcome? Suggest at least five remedies.(2016,2017)**

**Ans:-**

### **BARRIERS IN COMMUNICATION**

-Barriers are nothing but the problems which we are facing during communication.

- Everybody has interesting thoughts floating in their mind; however a few are able to communicate them effectively.

- If the receiver gets the original message send by the sender it is known as effective communication. But if the receiver is not able to get the original message send by the sender then communication barriers are working between the sender and the receiver.

### **BARRIERS AND OVERCOMING / SOLUTIONS**

#### ***1. Noise Barrier:***

Noise is the unwanted sound or disturbing signals that interfere with the transmission of useful signals and reduce the clarity and effectiveness of communication.

#### **Overcoming**

Stop communicating during the level of noise is very high, can be a solution or communicating by going away from the place of noise production can be another solution.

## **2. Lack of knowledge:**

Due to lack of knowledge about a particular matter and cause communication failure.

### Overcoming

Gaining knowledge about that matter can solve the problem.

## **3. Technical Barrier:**

Sometimes technical problems or technology failure can lead to communication failure.

### Overcoming

Communicating after the problem is over will be the solution.

## **4. Poor communication skill:**

When the sender is unable to communicate properly then communication process fails. This is because of the lack of communication skill of the sender or the receiver.

### Overcoming

Good communication skill is the best solution.

## **5. Poor listening skill:**

Not listening properly and giving the answers is another problem.

### Overcoming

Listening and Understanding properly is a solution.

## **6. Lack of Similar Language:**

Due to different languages sometimes we miss what is being communicated to us. Because of different languages sometimes we will not be able to communicate properly.

### Overcoming

Communicating in a common language can be solution.

## **7. Laziness:**

Due to our laziness we miss some of the things which are being communicated to us.

### Overcoming

Not to be absent minded can be a solution.

## **8. Semantic Barrier:**

Due to similarity in pronunciation of some words we face difficulty in communication. Here semantic means similar pronunciation of some words.

### Overcoming

More clarification is needed when we use these types of words.

## **9. Distance Barrier:**

Distance between the sender and receiver also affects the communication.

### Overcoming

Use of proper media or source is required while communicating.

**Q.3:- What is Environmental Barriers?(2015)**

**Ans:-**

Environmental barriers to communication are any part of the environment of surroundings that can prevent communication or getting in touch with another person or something else. There are a huge number of environmental barriers.

Time/ place/ space/ climate and Noise are the generally accepted barriers to communication. These factors are powerful enough to block or alter the communication of a message completely.

**CHAPTER-4**

**Q.1- What is Visual sign and what are its demerits?(2015,2017)**

**Ans:-**

Visual Sign is a Sub-domain of Semiotics that analyses the way visual images communicate a message. A sign can be a word, Sound or Visual image.

**Demerits:-**

- i) Costly*-The Visual methods of communication are more costly than those of other methods.
- ii) Complex presentation*- Sometimes visual presentation of information becomes complex.
- iii) Wastage of time*- Sometimes visual techniques take much time to communicate.
- iv) Others problems*-Ambiguity? Situation problem, delays in taking decision.

**Q.2:- Define Posture. Give two examples.(2016)**

**Ans:-**

Posture is the position of a body while standing or sitting. An Example of posture is standing straight and moving your head.

**Q.3:-Short note on Sound signals.(2015,2017)**

- Ans:-**
- i) Sound signal processing is the intentional alteration of audio signals.
  - ii) As audio signals may be electronically represented in either digital or analog format.

iii) Digital processors operate mathematically on the digital representation of that signal.

**Q.4:- Write in brief about Proxemics.(2016)**

**Ans.-** People often refer to their need for “personal space”, which is also an important type of nonverbal communication . The amount of distance we need and the amount of space we perceive as belonging to us is influenced by a number of factors including social norms, situational factors, personality characteristics and level of familiarity. For example, the amount of personal space needed when having a casual conversation with another person usually varies between 18 inches to four feet. On the other hand, the personal distance needed when speaking to a crowd of people is around 10 to 12 feet.

**Q.5:- Define “Kinesics”. Discuss different areas of “Kinesics”?(2016,2017)**

**Ans:-**

Kinesics is the interpretation of body motion communication , such as :- Facial expressions and gestures , non -verbal behaviour related to movement of any part of the body or the body as a whole. Kinesicsbehaviourinclude mutual gaze, smiling, facial warmth or pleasantness, childlifebehaviours, direct body orientation etc.

Different areas of Kinesics are as follows:-

**(i) Facial Expression-** Facial expression is responsible for a huge proportion of nonverbal communication. Consider how much information can be conveyed with a smile or a frown. While nonverbal communication and behavior can vary dramatically between cultures, the facial expressions for happiness, sadness, anger, and fear are similar throughout the world.

**(ii) Gestures-** Deliberate movements and signals are an important way to communicate meaning without words. Common gestures include waving, Pointing, and using fingers to indicate number amounts. Other gestures are arbitrary and related to culture.

**(iii) Oculistics-Eye behaviour-** Eye can also radiate non verbal messages. Even the shift of eyes or eyebrows can convey different signals. Eyes play an important role in non verbal communication.



**Q.6:- Difference between “Personal Space” & “Public Space”..(2016)**

**Ans:-**

*A public space* is a social space that is generally open and accessible to people. Roads, public squares, parks and beaches are typically considered public space. Government buildings which are open to the public, such as public libraries are public space. Although not considered public space, privately owned buildings or property visible from sidewalks and public thoroughfares may affect the public visual landscape, for example, by outdoor advertising.

*Private Space* is the region surrounding a person which they regard as psychologically theirs. Most people value their personal space and feel discomfort, anger, or anxiety when their personal space is encroached. Permitting a person to enter personal space and entering somebody else’s personal space are indicators of perception of the relationship between the people. There is an intimate zone reserved for lovers, children and close family members. There is another zone used for conversations with friends, to chat with associates and in group discussions; a further zone is reserved for strangers, newly formed groups, and new acquaintances; and a fourth zone is used for speeches. lectures and theater; essentially, public distance is that range reserved for larger audiences.

**CHAPTER-5**

**Q.1:- Write an application to the hostel-superintendent requesting him/her to allow you to go to your native place to attend the marriage ceremony of your elder brother seek permission for 4 days.(2015,2016)**

**Ans:-**

**To**

**The Hostel-Superintendent,  
Cambridge School of Engineering,  
Balasore.**

**Date:-12<sup>th</sup>jan. 2018**

**Sub:- Seeking leave for brothers marriage**

**Sir,**

With due respect and humble submission I Sri Manoj Das student of 1st year Electrical branch studying in BSE College and staying in BSE hostel beg to state

that from 14/01/17 to 17/1/17Iwant leave from hostel to attend my elder brother's marriage ceremony in my native place.

Therefore, I request you to kindly grant my leave application for the above mentioned days and allow me to go to my home for which I shall remain grateful to you.

Dt.12/01/19  
Baleshwar

Yours faithfully,

**Manoj Das.**

**Roll-16E58  
Branch- Electrical**

**Q.2:- Write a letter of complaint and ask for replacement of 30 packets out of 100 packets of 07 watt LED bulbs from your Supplier.(2016,2017)**

**Ans:-**

**104/b Gyanesh Complex  
Kharabelanagar  
10th jan. 2017  
The manager  
Das light & light,  
Industrial complex  
Bhubaneswar.**

**Sub:- Supply of defective products**

Dear Sir,

Your company has been true to its name for the last twenty years. Its trusted name has attracted millions of customers to its products. We have also been your regular customers since long. But recent experience has not been too good and would like to raise queries.

Last week, I Purchased 100 packets of 07 watt LED bulbs, from which we found that 30 packets of LED bulbs were not working properly.

So, kindly replace all this 30 packets of defective goods as soon as possible. This will save from unnecessary bother.

I request you for a prompt positive response in this regard.

Yours sincerely,

**Deepak Mohanty**

**Encl:- Attested Photocopy of the bill for LED Bulbs.**

**Q.3:- You are a staff reporter of Indian Express. Write a report on a road accident including details about people injured, their number and approximate age and extent of loss and damage in not more than 80-100 words.(2015,2016,2017)**

**Ans:-**

Unsafe on the roads: 'Car race' kills

Pedestrian, 1 dead after van hits motorcycle.

A race between the drivers of a Thar Jeep and a Toyota Innova resulted in the death of a pedestrian in sector 9 late Tuesday evening. A 30-year-Old man was killed in another road accident at Kaimwala. Police have arrested the accused drivers in both cases.

According to the Police, some youths were racing on the dividing road of Sutar 9 and 4. An Innova hit Ajay(19), an employee at Sub-Zero gym in sector 9 who was crossing the road . He was taken to Government Multi-SpecialtyHospital(GMSH), Sector 16, Where he succumbed to severe head injuries. Family members of Ajay said some passersby told them that the Innova car was going at a high speed. Police arrested the car driver, identified as Yuvraj, a student of Chitkara University.

**OR**

### **TRUCK HITS MARUTI: DRIVER INJURED**

Noida, November13

A horrific head on collision between a truck and a Maruti car took place near Noida 12 km from Ghaziabad at 10:45 P.m.The driver of the truck lost control and hit the Maruti car. It is reported that a while Maruti car was coming from opposite side at the high speed when a truck whose driver was drunk came from the opposite direction and dashed into the car. Both the drivers violated the speed limit which led to the accident. The driver of the Maruti car received serious head injuries and was admitted to a nearby hospital. The accident led to lot of confusion on the road. Since it happened on the highway, there was a long traffic jam, The

Noida police came and helped in clearing the traffic. Within two hours the traffic was brought under control and vehicles started moving smoothly only after removal of the damaged vehicles. The Police have registered a case of negligent and rash driving against both the drivers.

#### **Q.4:- Paragraph Writing(2015,2016)**

##### ***i) A Holy place I have visited:***

The Balaji Temple is located in a small village named Salasar in the Sikar district of Rajasthan. It houses the image of Lord Hanuman. The temple is a built over 5 acres of land. The walls and ceilings of the main hall are covered with plates of silver. In spite of the huge rush of the devotees flocking here from all parts of the country, there is perfect peace and quiet in the atmosphere. People can be seen waiting in mile long serpentine queues to have a glimpse of the Lord. The air conditioned halls and corridors provide a respite to the devotees as they enter the portals of the temple. The sweet smell of incense and fragrance of flowers is quite refreshing. The “Prasad” and “Parikrama” round the dome housing the image revives the sagging spirits.

##### ***ii) My Favourite Leader:***

There is no dearth of leaders in India. I like Dr. Arvinda Sharma the most. He is a young and dynamic politician. He gave up his medical practice to join politics. He started welfare work for the masses in our district before joining politics. He gained the faith and confidence a synonym for success. If he promises something, he tries his level best to accomplish it. He is social as well as sociable, confident, co-operative, outspoken and optimistic. He is our representative to the Parliament. May he live long.

##### ***iii) A Chain snatching Incident:***

Last Thursday, on 2nd April, 200X, I was waiting for my school bus at MayurVihar bus stop (phase-i). It was about 8.30 a.m. The Office-goers had started pouring in and formed queues for separate bus routes. Suddenly a motor cyclist came towards the shelter for passengers. The young man slowed down his bike near a young lady. In a twinkling of an eye he snatched her necklace and purse and rode away fast. The screams of the young lady attracted the attention of others. I had scribbled the registration number of the vehicle. I gave it to the lady. Some gentlemen escorted her to the police station to lodge a complaint against this chain-snatching incident.

**Q.5:- New age requires 01 nos. of diploma holders in Information Technology to appoint as technicians. Salary negotiable for experience holders, Freshers can apply with requisite skills. Apply to recruitment cell, New age, Head office B/92, Chandaka Industrial Estate, Bhubaneswar. Respond to the above Advt. and draft a job application with your C.V/ Bio-data.(2015,2016,2017)**

**Ans:-**

**Recruitment Cell,  
New age,  
Head Office,  
B/92, Chandaka Estate, BBSR.  
The managing Director,  
Chandaka Estate.  
Bhubaneswar.**

Dear Sir,

**Sub:- Application for the post of Technicians**

In response to your advertisement in “The Samaj” dated Jan, 05, 2017 for a technician, I would be grateful if you consider a short account of my character and capabilities.

I am a hardworking and honest person, who is passionate about all the technical and practical work in the company.

I shall be available for an interview on any day of your convenience.

If selected, I assure you that I shall work with utmost devotion and sincerity to your full satisfaction.

Hoping for a favourable response.

**Yours faithfully,**

**Deepak Das.**

**Encl:- (Bio-data and Testimonials)**

**BIO-DATA**

**Name-** Deepak Das

**Father's Name-** Ranjit Das  
**Mother's Name-** Smita Das  
**Address-** 44, BasantVihar, Bhubaneswar  
**Age-** 30 years  
**Marital Status-** Unmarried  
**Nationality -** Indian  
**Gender-** Male

**Educational Qualification:**

Year	Name of school/ college	Qulification	Total marks	marks secured	%
2018	BCET,Balasore	B.tech	2000	1650	82.5
2015	BSE, Balasore	Diploma	4500	3750	84
2012	Town High school,Balasore	10th	600	455	75.83

**Experience-** 2 years experience as a technician in Bhargabi Estate  
**Hobbies-** Reading& listening to music  
**Salary drawn-** Rs.12,000/- pm  
**Languages known-** Odia, Hindi, English  
**Declaration:**I here by that all the above information is to my best knowledge.

**PLACE: BALASORE**  
**DATE:**

**Signature**  
**DEEPAK DAS**

**Q.6:- Prepare a report on an exhibition you have visited and submit it to your principal.(2016,2017)**

**Ans:-**

The Annual Science Exhibition was held at our school on 14 August 2013. It is organised every year with a view to encourage and inculcate a scientific temper amongst students. The students showcase their talents in Science, Mathematics, languages and Social Science. Our honourable Chief Guest for the occasion was Mr. Naveen Chawla, former Election Commissioner of India.

Distinct venues were allotted for the different subjects for the displays of projects made by the students. As one entered the Reception area itself, one could

feel the pulse and the magnitude of the event. The entire school was abuzz with activity.

The Chief Guest was welcomed in tradition by students with a *tika* and flower petals. He then unfurled the national flag in the company of our Chairman, Mr. Goradia, Vice- Chairperson, Dr. Mrs. NayanaGoradia, Advisor and former Principal, Mrs, RashiNarula and Principal, Mrs. Tania Joshi. The School choir sang the national anthem.

Mr. Chawla stopped by the lobby area to have a look at the exhibits displayed there. He keenly interacted with students who exuded confidence while explaining to him the various projects and activities that were on display.