

“Dissemination of Education for Knowledge, Science and Culture”
-Shikshanmaharshi Dr. Bapuji Salunkhe
Shri Swami Vivekanand Shikshan Sanstha's



Vivekanand College, Kolhapur
(Empowered Autonomous)
Department of English



Continuous Internal Evaluation 2023-24

Dr. Kavita Tiwade
Head, Dept English
DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

B.A. III

Vivekanand College, Kolhapur (Empowered Autonomous)

Department of English 2023-24

BA III (Sem VI)

AECC-English for Communication
(Compulsory English)
Internal Assessment

Notice

Date:20/3/2024

All the students of B.A. Part III English (Compulsory) are instructed to submit **Project** as a part of Internal Assessment (15 marks) on Tuesday 28th March 2024 in Room no. 25. The students who fail to appear on the given date for presentation will not be entertained later. They will be declared absent in the internal evaluation.



Dr. Kavita Tiwade

Subject Teacher
Head

DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

“Dissemination of Education for Knowledge, Science
and Culture”.

- Shikshanmaharshi Dr Bapuji Salunkhe

Vivekanand College, Kolhapur
(Autonomous)

A Project submitted to
Department of English
B.A. Part III Sem VI

AECC: English for Communication
(Compulsory English)
On

ROLE OF INTERNET IN OUR LIFE

By

Sr.No.	Name of student	Signature
4866	Chougule Kiran Rajendra	<i>chougule</i>
4867	Ingole Bapu Navanath	<i>Ingole</i>
4868	Kamble Aditya Krishnat	<i>Kamble</i>
4869	Kharare Sahil Nandkumar	<i>S.Kharare.</i>
4870	Khude Pratik Shahaji	K. P. S

Under the guidance of
Dr. Kavita Tiwade
(Head, Dept. of English)
Date: 20 April 2024

CERTIFICATE

This is to certify that Chougule Kiran Rajendra, Ingole Bapu Navanath, Kamble Aditya Krishnat, Kharare Sahil Nandkumar and Khude Pratik Shahaji of B. A. III We have completed the project on '**Role of internet in Our Life**' under the guidance of

Dr. Kavita Tivade Ma'am during the year 2023-24.


Teachers sign


Head Department of
English
Head
DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

The Internet

In an increasingly digital world, living in a digital society, where communication and sharing information is made easier than ever before. Technological advancements are developing at a faster rate than ever before. The internet is a transformational innovation that has paved the way for innovation such as social media. The internet is a recent phenomenon co-founded in 1968 by Vinton Cerf and Bob Kahn; the internet continues to have a greater impact on society today.

The internet is defined as “ a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocol ”

The Internet of Things (IoT) is defined as “ the network of physical objects “ things ” that are embedded with sensors, software, and other technologies for the purpose of connecting and exchanging data with other devices and systems over the internet ”

Misuse of internet

Internet, the most used thing in the 21st century. Since we are living in the information age we tend to use the internet to obtain the desired information. From shopping to sharing memories through social media. However, just like all of the things, it gets to used wrongfully and often times abused. There are times that people use the internet to open the black market. Through this their transactions are kept secret or let's say, away from the fire. Another form of abuse is the cyber bullying. This is commonly used by ordinary millenials nowadays, since usually the control is not within the reach of their parents. These abuses can lead to the destruction of a person's life in the virtual world and in real life. But there are ways in avoiding these type of situations. It is through education during in the early stages of life.

Supervision and monitoring, through this the students will get to be aware of what they are going to search and the the things that they are searching. The type and level of monitoring is somewhat depending on the circumstances of the school. This can lower the level of misuse in schools.

Education, in order for the students to really remember the do's and the dont's in using the internet. The level of education must be suitable to the age and understanding of the students. In this the current issues must be addressed in order for them to be aware of they are about to encounter or they're encountering.

The problem is many people misuse and abuse the use if internet. It pretty easy for those hackers or even ordinary people to do malicious things online. Things that they do is unethical and abusive is not tolerated, thanks to the cyber-crime protection units that punishes those violates those code of ethics that were implied.

There are some proper etiquette for the users to follow. Examples are to teach children and other folks about proper social media etiquette; never start a flame war online, that will only lead you to an unlikely situation; consider one's privacy, always ask permission if you want to send or share pictures or information of a certain person; and importantly think before you click, always think twice before you hit that send or share button, you might not know that if you hit that send or share button it is going to destroy that person's life.

According to Ankita Pathak in www.listontap.com the top 10 dangerous ways that the internet is misused, the tenth is e-mail spamming, follows the well of

negativity, then pranks, time wastage, hacking, fake advertisements, the ever famous cyber bullying, piracy, identity theft, and the number one misuse is porn.

Undoubtedly porn is one of the most popular misuse of internet. The internet allows the people have easy access to pornographic sites. Even minors can easily access these sites. According to (Livingston & Byrne, 2015), 1 in 3 internet users are children. When minors are exposed to pornography, we all know that it has a negative effect on the kid. The top two in misuse of internet is identity theft. It is commonly used since we people nowadays are putting data or personal information in the internet for important purposes. No matter how hard you try in keeping your personal data safe, you are not safe from the prying eyes of identity thieves. As long as you have data online, hackers will still have ways in stealing your information. Also that recovery takes time. It will take you time to recover your stolen data. These thieves can get your information through the free public wifi that you are using. So, you better be cautious when you try to connect.

Next is piracy, lots of movies, music, and other pay to access things online are being pirated every day. Little we know that these companies are losing millions every time we click that free download button. Aside from it does not help the economy, it also is like a way of disrespect to the author. Imagine days or even years of hard work, then we are just accessing it for free. The author or the creator also has the right to be supported and loved. So it is really unethical to just illegally download stuff for free.

Next issue is cyber bullying. Cyber bullying, it is a common misuse of internet for the young people nowadays. They often do this for fun, since they can make dummy accounts. 81% of them do it online because it is easier for them to get away with it than in real life or personally, which makes or it gives them that courage to do such terrible act. Over 80% of the teens use their cellular phones to attack their victims online. Victims are most likely to commit suicide since the humiliation is in public and it cannot be erased that easily. Once it goes viral or trending, it is too late for the victim to stop the spreading of such humiliation. It is truly a gruesome act of lasciviousness.

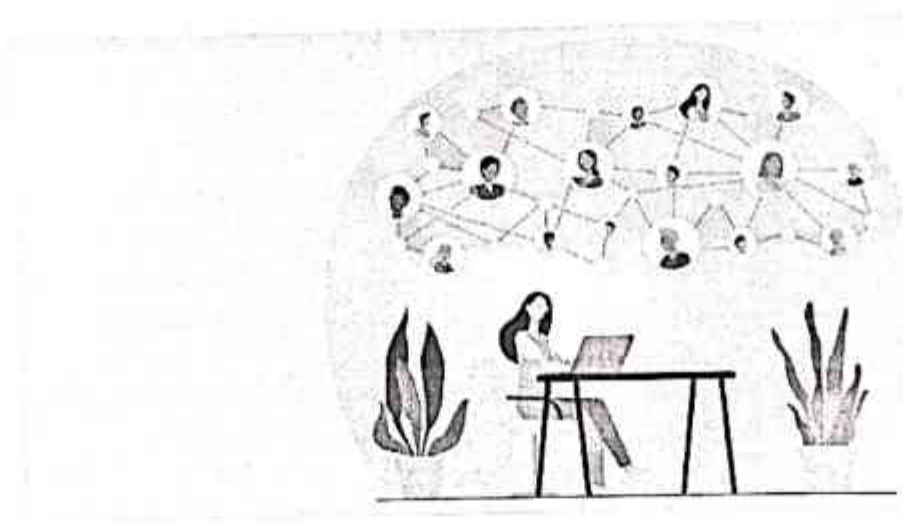
To wrap things up, the internet truly is a gift for us humans. It makes things a lot easier. From shopping, to entertainment, or even to connecting distant loved ones. The misuse of the internet, especially social media is a really major pain in the ass nowadays. Because also of the internet the people nowadays are becoming harder to trust. It is because of what they're doing. Even I have to admit that I do commit some mistakes online and I also am was a victim of cyber bullying. What did I, do?

I did not fight back. Its because I know that it will only start a flame war. What I did instead, is I dealt with the matter personally. I faced the root of my problem personally and we talked about the issue, surprisingly he asked for repentance which I gave to the person who cyber bullied me. As you can see that starting a flame war will not solve the problem but it will worsen it. Learn on how to keep your silence or deal with the matter personally, not online.

How the Internet has changed our life

The internet, once a novelty, has become an integral part of our daily existence. From the way we communicate and shop to the manner in which we work and entertain ourselves, the internet has revolutionized nearly every aspect of our lives. In this article, we will explore the profound impact of the internet on our daily routines and examine the positive and negative aspects of this digital transformation.

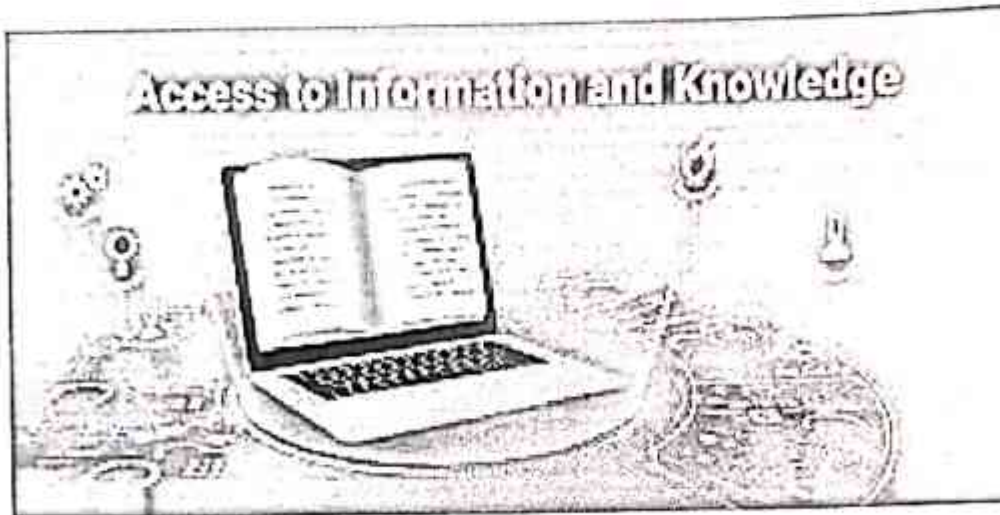
- **Communication: Connecting the World**



The internet has made the world a smaller place, enabling instant communication with people across the globe. Email, social media, and messaging apps have redefined how we stay in touch with friends, family, and colleagues. Video calls have allowed us to see and hear loved ones, bridging the gap of physical distance. And this is truer than ever. With more than 4.95 billion users, the internet has brought the world together. Internet communication is a way of talking to people using the internet instead of telecommunications (like phone calls and text messaging). From WhatsApp and Telegram to email and virtual telephony, people can connect within minutes (if not seconds), irrespective of how far they're located.

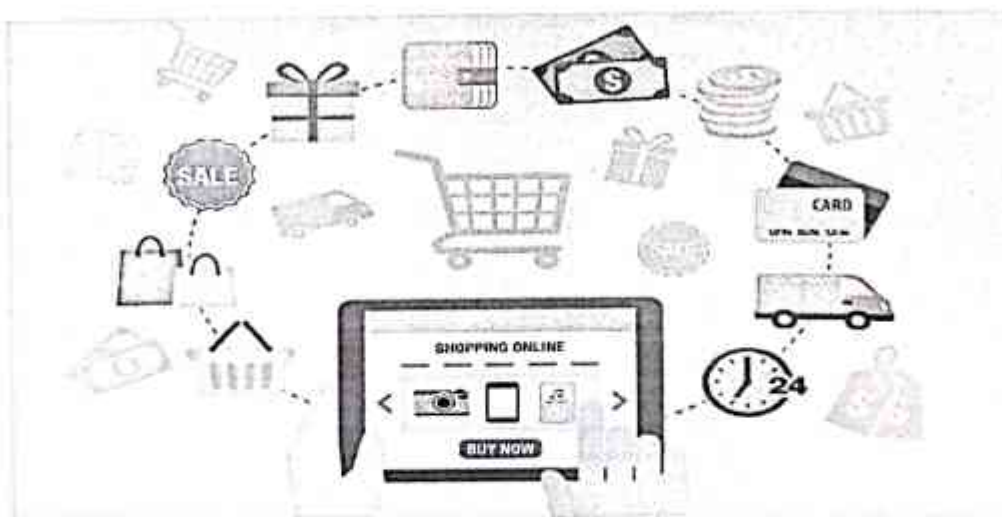
Internet communication refers to communicating with people over the internet. It could be in any form: messages, voice, or video calls. One of the major advantages of internet communication tools over traditional communication is cost savings. In addition, many free tools make internet communication easier, such as WhatsApp, Skype, Google Meet, and Messenger. Even businesses can communicate with overseas customers at pocket-friendly prices using the internet.

- **Information Access: The Knowledge Revolution**



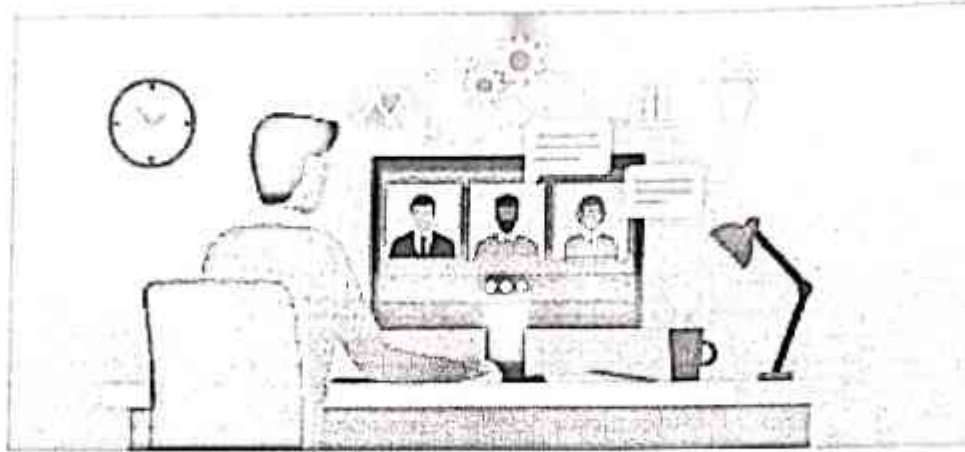
With the internet, a vast ocean of information is just a click away. We can instantly access news, research, educational resources, and tutorials. This unprecedented access to information has democratized learning and empowered individuals to acquire new skills and knowledge.

- **Online Shopping: The Retail Revolution**



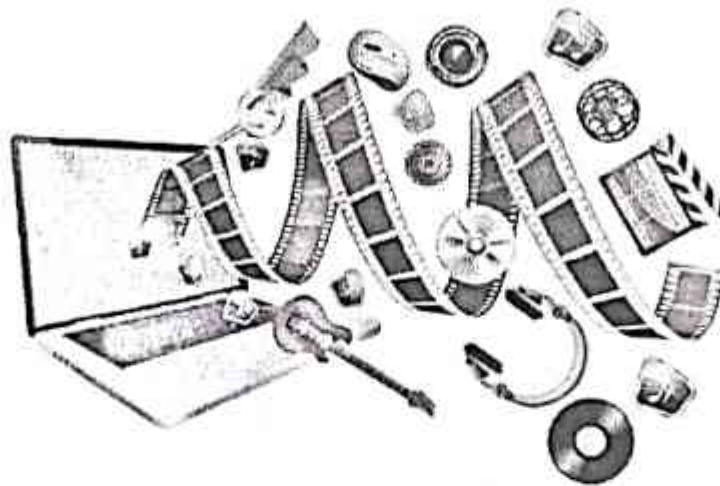
Online shopping has reshaped the retail industry. E-commerce platforms like Amazon, eBay, and countless others have made it convenient to shop from the comfort of our homes. The internet has also enabled price comparisons, reviews, and personalized recommendations, changing the way we make purchasing decisions.

- **Work and Education: The Rise of Remote Learning and Telecommuting**



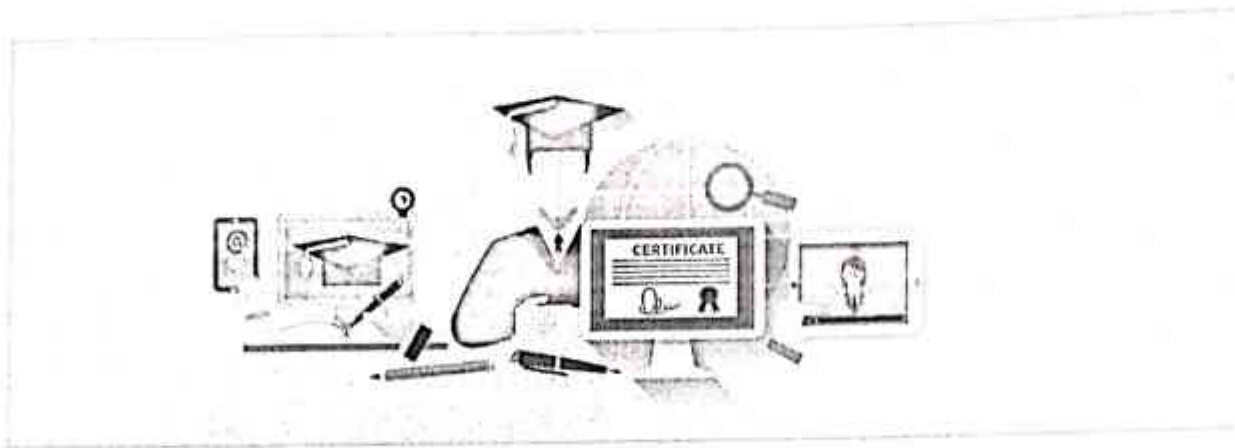
The internet has blurred the boundaries of the traditional workplace and classroom. Remote work and online education have become commonplace, allowing for greater flexibility and accessibility. This shift has proven crucial, particularly during the COVID-19 pandemic.

- **Entertainment: A World of Content at Our Fingertips**



Streaming services like Netflix, YouTube, and Spotify have revolutionized how we consume entertainment. We can watch movies, TV shows, and listen to music on-demand. Additionally, online gaming has evolved into a social and competitive activity, connecting players worldwide.

Role of Internet in Education



The Internet, the most useful technology of modern times helps us not only in our daily lives but also in professional lives. For educational purposes, it is widely used to gather information and to do research or add to the knowledge of various subjects. The Internet plays a very vital role in education. There is no doubt that in this modern era, everyone prefers Google for their queries, problems, or doubts. Popular search engines like Google, Yahoo, etc. Are the topmost choice of people as they offer an easy and instant reach to a vast amount of information in just a few seconds. It contains a wealth of knowledge that can be searched at any time. The internet has introduced improvements in technology, communication, and online entertainment.

Today, it has become more important as well as a powerful tool in the world which is preferred by everyone. Everybody needs the internet for some or other purposes. Students need the internet to search for information related to exams, curriculum, results, etc. You can also follow these steps for students to achieve success in student life. The importance of the internet in education to the students means that it makes it easier for them to research things, and relearn the content taught in the school. People use it according to their needs and interests.

There are many benefits of the Internet in the field of education. Some of these are:

1. Cost-Effective and Affordable Education
2. Student-teacher and Peer Interaction
3. Effective Teaching and Learning Tools
4. Easy Access to Quality Education
5. Interaction with Digital Media
6. Keeping you updated with Latest Information
7. Learning with Multimedia

THE IMPACT OF INTERNET ON SOCIETY

- The internet has undoubtedly become one of the most significant technological advances of our time, affecting almost every aspect of our lives. The impact of the internet on society has been both positive and negative, and it continues to shape our world in ways that we are still only beginning to understand.
- On the positive side, the internet has revolutionized the way we communicate, learn, work, and socialize. It has made it easier and faster to connect with people around the world and to access a vast amount of information on almost any topic. It has also opened up new opportunities for businesses and entrepreneurs to reach customers and markets they would never have had access to before.
- The internet has also had a profound impact on education, making it possible for anyone with an internet connection to learn new skills and acquire knowledge from anywhere in the world. Online courses, virtual classrooms, and educational websites have made education more accessible and flexible than ever before.
- However, the internet has also had some negative impacts on society. One of the most significant concerns is the impact it has had on privacy and security. With the increasing amount of personal information that is shared online, there is a growing risk of identity theft, cyberbullying, and other forms of online harassment.
- The internet has also had a significant impact on social relationships. While it has made it easier to connect with people across the world, it has also led to a decline in face-to-face interactions and has made it easier for people to retreat into their own online communities, potentially leading to feelings of isolation and loneliness.
- Another significant negative impact of the internet has been on the job market. While it has created new opportunities, it has also led to the displacement of traditional jobs and has increased the pressure on workers to constantly update their skills to remain competitive in an increasingly digital economy.
- In conclusion, the impact of the internet on society has been both positive and negative. While it has brought us closer together and made our lives more convenient and efficient, it has also raised concerns about privacy, security, and social isolation. As we continue to rely more heavily on the internet, it is essential that we find ways to address these challenges and ensure that the benefits of this technology are realized by everyone.

Challenges

- Numerous challenges of the internet exist, including data privacy, identifying fraud and online stalking, child, and adult safety online, cyber security and addiction to social media impact on mental health, and fake news misinformation. Such problems are becoming increasingly sophisticated and difficult to identify. Raising awareness of issues by sharing experiences can help others to avoid dangers and become safer digital citizens online.
- In a data-driven world where data is growing exponentially, the internet has major implications. Privacy concerns are becoming an increasing problem under increased scrutiny. A digital footprint is formed based on users' online activity where information is collected on purchasing habits and used by large tech companies such as Google, and Microsoft usually without users' knowledge, to provide targeted advertisements. Similarly, social media sites such as Facebook, Instagram, Twitter, and YouTube operate to provide targeted advertisements.
- However, another challenge online is safety online and cybersecurity. Hackers may exploit digital footprint observed to third-party payments. People are increasingly demanding more control over companies using their personal data and requesting privacy that ensures safety. Regulations must ensure users are not disadvantaged. In order to mitigate this users must limit information shared online and on social media and install anti-virus software on digital devices offering protection from malware and viruses. This will ensure safety and security.
- The younger generation are more likely to experience smartphone addiction and cannot imagine life without mobile devices. This has implications on memory, cognitive ability. They must limit the time spent on looking at a screen. Academic literature suggest there is a link between social media use is strongly associated with mental health which can lead to anxiety, depression and poor academic performance. Users must stay present and practice mindfulness for example, practice breathing techniques to live in the moment.

Opportunities and Future of the internet

Opportunities :

The internet became more important in keeping society connected, especially during the Covid-19 pandemic when lockdowns were enforced, accelerating the demand for working from home, and education was delivered through online teaching and learning. According to Openreach, the UK's largest broadband provider, Internet usage more than doubled. Consumption increased to 50,000 petabytes of data in 2020, compared to 22,000 in 2019. This changed the way people communicate with each other through video calls via Zoom and Microsoft Teams. Lockdowns forced consumers to conduct activities online such as online shopping, grocery delivery and restaurant delivery Deliveroo, Just Eat, and Uber Eats. For example, fast fashion brand Primark is undergoing digital transformation with a digital strategy of developing an online website. This emphasizes the importance of having a digital presence during periods of uncertainty.

Future of the internet :

Businesses are moving towards a Hybrid working model that provides flexibility enabling employees to remote working from home. For example, Zoom's founder Eric S. Yuan supports Hybrid working and retains users post-pandemic. This transition to online is providing an opportunity for the Metaverse to become dominant in the world of work. Mark Zuckerberg, founder of Facebook proposed the Metaverse an immersive virtual world using virtual reality and augmented reality combined to form mixed reality. The immersive experience allows users with virtual reality headsets to escape from the real world. Popular in gaming, Metaverse looks to replace the internet in the future. However, many are reluctant to adopt the technology as data and privacy issues exist are likely to become more invasive.

Conclusion

In conclusion, I believe the internet is a revolutionary innovation. There are many implications of living in a digital world where both opportunities and challenges coexist. It is important to find a balance. The internet is likely to keep evolving but we must stay aware of challenges and anticipate how to overcome them, for example, protecting personal data privacy online. This is likely to ensure digital citizen safety and digital economy. Also, bridging the gap between the digital divide is likely the Internet will have a greater impact on society. This will lead to a stronger economy.

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**Shri swami Vivekanand Shikshan Sanstha's
Vivekanand College, Kolhapur (Empowered Autonomous)**

24.02.2024

Department of English

B. A. Part III, Semester VI (2023-24)

DSE Paper 1017 F4

Paper XV: Introduction to Translation Studies

Continuous Internal Evaluation

All the students of **B. A. Part III** are hereby informed that they have to submit Project Report for the course **Introduction to Translation Studies** for **Internal Practical Examination**. The format of the Project has been given below. You have to submit the Project Report on or before **March 9, 2024**. Those who do not submit the report in time will be declared failed in this course.

Format:

- Certificate Page
- Declaration
- Index
- Introduction
- Chapter 1: English to Marathi (Poem)
- Chapter 2: English to Marathi (Prose)
- Chapter 3: Marathi to English (Poem)
- Chapter 4: Marathi to English (Prose)
- Conclusion
- Reference

The project must be a spiral bound one.

The language and translational skills will be considered for the evaluation.

If you have any doubt convey during the lectures and discuss to solve them.



Ms. Supriya Patil
Subject Teacher



Dr. Kavita Tiwade
Head, Dept. of English
DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)



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Vivekanand College, Kolhapur
(Autonomous)



KOLHAPUR (AUTONOMOUS)

Department of English
B. A. Part III Semester V
Introduction to Translation Studies
Internal Evaluation

15
15

Certificate

This is to certify that Ms./Mr.
.....fija.....Nuramahamad.....khan..... of
.B.A.III..... class, Semester....V.....has completed
the project/activity/assignments of the subject
Introduction to Translation Studies satisfactorily in
the academic year 2023-24.

Date: 26-10-23


Subject Teacher


Head, Dept. of English
Head
DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)



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(Autonomous)



KOLHAPUR (AUTONOMOUS)

Department of English

B. A. Part III Semester V

Introduction to Translation Studies

Internal Evaluation

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Marathi To English.

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1] Mr. Go. Dnya. Salunkhe.

President, Satara District student congress,
To Satara, Jai Hind!

Received your letter. Second session of Satara District student congress. I felt satisfied to read that it will be held between date 20 and 30 under the chairmanship of Shri Jayaprakash. I believe that the students like you will maintain the position that Satara has achieved in Hindi politics! I regret not being able to attend as the inaugural function. May you be concerned.

Your
Balhad Keshav Atrre

2]

- ॥ Shree ॥

7, Rajarampurri
Kolhapur.

30-4-58.

with love. N. V. V.

Acharya Vinoba Bhave's stay will be held on D. 4 May 5 and May 6. On D. May 6 at morning 9 to 10 time is given for some teachers and students at Kolhapur to discuss with him. We request you to take part in this discussion. However you should express your consent in this regard. The questions to be placed before Vinoba Bhave for discussion must be determined first. But for that we must come to the universities on May 2 at 6 PM with your questions mainly related to education. Request to

Khad

Your.

V. S. Khandekar.

(S. Vinoba Patilra. Corcoran
Kalthapur)

Handwritten notes in Marathi script, starting with 'The first part of the book...' and continuing with several lines of text.

॥ १०८ ॥

V. S. Khandekar.

Handwritten notes in Marathi script, continuing from the previous page with several lines of text.

२]

॥ श्री ॥

ॐ, गणेशाय नमः

कोल्हापूर

३०-४-५६

सप्रेम न. वि. वि.

आचार्य विनीता भावे यांचा मुकाम ता. पु मे
त ता. ह. मे रोजी होणार आहे. काही शिक्षक व विद्यार्थी
कोल्हापूरला यांच्याशी चर्चा करव्याकरीता त्यांनी ता. ह.
मे रोजी सकाळी ९॥ ते १०॥ ही वेळ दिली आहे. या
चर्चेत आपण अगत्य भाग घ्यावा अशी विनंती आहे.
तरी याबाबत आपली संमती कळवावी. चर्चेकरिता
विनीतांच्यापुढे ठेवावयाचे प्रश्न आधी निश्चित होणे जरूर
आहे. तरी त्यासाठी आपण ता. २ मे रोजी संख्याकाळी ह.
वाजता विद्यापिठांत मुख्यतः शिक्षण विषयक आपले प्रश्न
होऊन जरूर यावे. क. ही वि.

आपला

वि. स. खांडेकर

(सं. विनीता पदयात्रा समितीतर्फे,
कोल्हापूर).

3) श्री. श्री. श्री. शाकुन्ती
अस्वहा, सातारा जिल्हा विद्यार्थी काँग्रेस,
सातारा धांसी, जय हिंद !

आपले पत्र मिळाले. सातारा जिल्हा विद्यार्थी
काँग्रेसचे दुसरे अधिवेशन दि. २० ते ३० र्था दरम्यान गाई
जयप्रकाश यांच्या अध्यक्षतेखाली भरणार आहे, हे वाचून
मनास समाधान वाटले. सातारा जिल्हा हिंदी राजकारणात जे
स्थान पटकाविले आहे, तेच स्थान तुमच्यासारखे तेथील
विद्यार्थी तसेच कायम ठेवतील असा विश्वास ! उद्बोधक
म्हणून मला हजर राहता येत नाही. याबद्दल वाईट वाटते
आपणास सुयक्षा चिंतिली.

आपला

प्रसाद केवत अत्रे.

मणिपूर साठी.

जेव्हा सत्य सम्राटांचे नविन कुपडे
 धालते, तेव्हा नगनता कुवायत बनते
 सभ्यता जर अंगावर कुपडे धालण्याने
 सूर्य हीत असेल तर आम्ही प्रतिगामी आहोत.
 कुस्ती हा खेळ राहिलेला नाही तर
 विजय हा फक्त मूका बाजूचा विजय हीत आहे.
 तिचा दररोज सामुदायिक निगाव करत होते
 तिच्या अंगाचा नवनवीन नवे दिले जातात
 फक्त मूका पोपटांचा आवाज दिना की तुम्ही
 कीगालाही परवानगी देता. तिचा आता काश्मिर
 मध्येही सक्ती करण्यासाठी समंती हा कुधीही
 पयथि नव्हता. ती नडलेली असताना तिचे
 रडणे मूका कापड्याच्या मूका खोटा तुकडा म्हणजे
 आता मेलाचा प्रवास वाटतो. आणि भगवान
 मी म्हणाचे सित हरपून जाते.

तुम्ही कास्यनिक जिहाद लढा आणि शुद्धी शुकुदत
 म्हणे मुलागी वाचवा, मुलागी शिकवा
 मुलागी वाचवा, मुलागी शिकवा

जेव्हा पेव्ही स्वतःच्या बारीरावर आक्रमण करतात
 थाला आता कॅम्बर म्हटले जात नाही
 ही मुले आर्षी विनाश करतात कुवायती म्हणे
 भारत माता

जेव्हा वसाहतवाद्यांनी ते केले त्याचा बलात्कार म्हणतात
 जेव्हा तुम्ही स्वतःची मुले ते करतात,
 त्यांचे काय, करायेचे.

For Manipur.

When truth wears the emperor's
new cloths, and nakedness began with becoming
dressing, are we a parade,

If civilization began with dressing,
We are in retrograde.

Wrestling, no longer remains a sport,
as only one side wins.

She is auctioned everyday to corporates,
parts of her, renamed, only given a
parrot voice, you allow anybody
to touch her in Kashmir now,
consent was never a choice.

Hear her, cries as she is undraped,
what is a small piece of cloth
now seems like miles, And Lord Krishna
drops the curves of his smile.

You fight imaginary jihads,
But save real wars, only with your rhetoric!

Beti Bachao, beti padao
Beti ko bachao, bete ko padao!

When cells its own body do invade
its no longer called cancer,

It is children destroying the mother
in parade.

Mother India,
when colonizers did it, it was called rape,
when your own children do it,
what of it, do you make?

Ruthaya M.K. 2023

Shri Swami Vivekanand Shikshan Sanstha
Kalhapur 3.1.1972

Hon. Renowned Vansantiravaji Naik,
At the service of chief minister, Mumbai,
Maharashtra state.

Subject: Shri Swami Vivekanand Shikshan
Sanstha invest two lakh rupees in
National fund saving scheme. Out of which,
today is about presenting a check of Rs. 50,000.

Hon. Sir,
Shri Swami Vivekananda Shikshan Sanstha
is doing the work of spreading education all
over Maharashtra with strong national spirit,
goal, sacrifice, service and demand. 30,000
students are benefiting from that work today.
Organization did not waste any opportunity to be
useful for the national cause. 1) To inculcate
national spirit in students and society.
2) Recruitment in army, donating blood.
3) Helping to defense fund. 4) Participating in
Saving scheme. 5) Implementing government
policies etc. The organization has been doing
the work faithfully.

In the current Indo-Pak war, the organization
is participating in national work with intense
national pride.

1) Workers and students of the organization have
been donating blood at various places.

2) Students and teachers have participated in the national saving scheme and till now 30,000 rupees invested in saving plan.

3) The organization is investing two lakh rupees in the National saving scheme by the end of this month.

4) Today, through a check of Rs. 50,000, teachers, professors, servants, workers and students are paying respect to the savings scheme. Please get it accepted.

We give all the boat-wise types of onions, Similarly, we are giving the names of all these. Accordingly, the organization should get savings certificates in the name. The organization will then give to the concerned.

Please know: This organization was established by An. N. Salunkhe. Geo. Dny. Salunkhe.

श्री. स्वामी विवेकानंद शिक्षण संस्था
कोरहापूर

३.१.१९७२

मा. ना. तसंतरावजी नाईके,
मुख्यमंत्री, महाराष्ट्र राज्य, मुंबई यांचे सेवेसाठी

विषय : श्री स्वामी विवेकानंद शिक्षण संस्था राष्ट्रीय
निधीच्या वचत योजनेत दोन लाख रुपये
गुंतविणार. त्यापैकी आज ५० हजार रुपयांचा चेक
सादर करणेबाबत.

मा. महाशय,

श्री स्वामी विवेकानंद शिक्षण संस्था महाराष्ट्रमर
प्रखर राष्ट्रीय भावनेतून, ह्येयाने, त्यागाने, सेवाभावाने व
मांगल्याने शिक्षणप्रसारणे काम करीत आहे. त्या कार्याचा
आज ३०,००० विद्यार्थी फायदा घेत आहेत. संस्थेने
राष्ट्रकार्याची उपयोगी पडण्याची कोणतीही संधी वाया
दडवली नाही. शु विद्यार्थ्यांनि व समाजाने राष्ट्रीय भावना
जागृत करणे, शु सेन्यात भरली करणे, रक्तदान करणे
शु संरक्षण निधीना मदत करणे शु वचत योजनेत सहभागी
होणे शु वासनाची धोरणे अंमलात आणणे. इत्यादी कामे
संस्था निष्ठापूर्वक करीत आली आहे.

सध्याच्या हिंद-पाक युद्धात संस्था तीव्र
राष्ट्राभिमानाने राष्ट्रीय कार्यानि सहभागी होत आहे.

शु संस्थेचे कार्यकर्ते व विद्यार्थी ठिकठिकाणी रक्तदान
करीत आले आहेत.

शु राष्ट्रीय वचत योजनेत विद्यार्थी व शिक्षकांनी भाग
घेतला असून आज पर्यंत ३०,००० रु. वचत योजनेत
गुंतविले आहेत.

शु संस्था या महिनाभर दोन लाख रुपये राष्ट्रीय
वचत योजनेत गुंतविले आहे.

१) आज पंनास हंगारांचा लोक, शिक्षक, प्राध्यापक, सेवक, कार्यकर्ते व विद्यार्थी यांचे भाषित वचन वीजनेत गुंतविण्यासाठी सादर करित आहिल. कृपया त्याचा स्वीकार करावा.

या सवर्ची नाववाश्यादी लोकस्य दिन आहिल. त्याप्रमाणे नावावर बंधत सर्टिफिकेट्स संस्थेमा मिळावील. संस्था नंतर संबंधितांना देईल. कुळवे, ही विनंती.

आ. न,
गो. सा. साकुळी.

[Faint handwritten text, likely bleed-through from the reverse side of the page. The text is mostly illegible due to fading and overlapping lines.]

Maharashtra is a state of India located in the western peninsular region of India. It is counted among the richest and most prosperous state of India. The word Maharashtra is of Sanskrit which is made up of two words Maha and Rashtro; It means great country. This name is the gift of the saints here. Its capital is Mumbai which is the largest city of India and also known as the economic capital of the country. And Pune city here is also counted among the big metropolitan cities of India. Pune city here is the sixth largest city of India.

महाराष्ट्र भारत का एक राज्य है जो भारत के पश्चिमी प्राय द्वीपीय क्षेत्र में स्थित है। इसकी गिनती भारत के सबसे सखी एवं समृद्ध राज्यों में की जाती है। महाराष्ट्र राज्य संस्कृत का है जो दो शब्दों द्वारा मिलकर बना है महान तथा राष्ट्र इसका अर्थ होता है महान देखा। यह नाम यहाँ के मंत्रों की देन है। इसकी राजधानी मुंबई है जो भारत का सबसे बड़ा शहर और देखा की आर्थिक राजधानी के रूप में भी जानी जाती है। और यहाँ का पुणे शहर भी भारत के बड़े महानगरों में गिना जाता है यहाँ का पुणे शहर भारत का छठवाँ सबसे बड़ा शहर है।

Open letter from Malala, 2012.

The letter from Malala Yousafzai to the Taliban, also known as the "Open letter from Malala," was a letter written by Malala Yousafzai in 2012. Malala is a young girl from Pakistan who became a global advocate for girls' education after surviving an assassination attempt by the Taliban in 2012 when she was only 15.

In the letter, Malala addressed the Taliban directly and condemned the group's actions, specifically its attack on her and its opposition to girls' education. She wrote, "I am not against anyone, neither am I here to speak in terms of personal revenge against the Taliban or any other terrorists group... I speak not for myself, but so those without a voice can be heard."

She also wrote that she had a dream of education for every child and that education is the right of every human being and it should not be denied on the basis of gender or any other reason. She also emphasized that the Taliban's actions were not only unjust and inhumane but also against the teachings of Islam. The letter is considered an important statement of Malala's views on education and human rights, and it helped raise awareness of her cause and the importance of education for girls worldwide. It also shows the power of a young person's voice in advocating for change.

English to Marathi.

ममालाकडून लुणे पत्र, २०१२

ममाला दुरसूफ्फर शिंद्याकडून तालिबानचा पत्र, ज्याला ममालाकडून ३ लुणे पत्र असेही म्हणतात, २०१२ मध्ये ममाला दुरसूफ्फर द्वारा हे पत्र लिहिले गेले होते. ममाला ही मुद्दु पाकिस्तानमधील तरुण मुलगी आहे. जी फक्त १५ वर्षांची असताना २०१२ मध्ये तालिबानद्वारा केलेल्या हत्येच्या प्रयत्नातून तत्कालानंतर मुलीच्या शिक्षणासाठी ती जागतिक वकील बनली होती.

या पत्रात, ममालाने शेट तालिबानाचा संवेद्यने आणि गटांच्या कृतींना, विशेषतः तिच्यावर झालेला हल्ला आणि मुलींच्या शिक्षणाचा विरोध याचा निषेध केला. तिने लिहिले, "मी कोणत्याही विरोधात नाही, तालिबानच्या विरोधात वैयक्तिक सुड सद्मति किंवा इतर कोणत्याही हत्येबाबतची गट बदल बोलण्यासाठी मी इथे नाही. मी माझ्यासाठी बोलत नाही, पण तरीही त्या आवाज नसणाऱ्यांना ऐकू गेले.

तिने हे देखील मिठीले, प्रत्येक मुलीचे शिक्षण हे तिचे स्वप्न होते आणि शिक्षण हा प्रत्येक मानसाचा हक्क आहे आणि ते इतर कोणत्याही कारणांमुळे किंवा निंग आधारावर नकारिले जाऊ नये.

तिने यावर देखील जोर दिला की तालिबानच्या कृत्या फक्त अन्यायकारक आणि अमानवीय नव्हत्या तर इस्लामी शिक्षण याच्या विरोधात देखिल होत्या.

शिक्षण आणि मानवी हक्क यांवरील ममालाच्या कृतींना-तून हे पत्र मुद्दु महत्त्वले शिक्षण म्हणून विचारात घेतले. आणि जगभरात मुलींच्या शिक्षणासाठीचे महत्त्व आणि तिच्या कारणांविषयी जागरूकता वाढवण्यास मदत झाली. हे बदलाच्या समर्थनाची तरुण जगतीच्या आवाजाची ताकद देखिल द्यावते.

B.Com I

Dissemination of Education for Knowledge, Science and Culture

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur (Empowered Autonomous)

Department of English

Date: 14/03/2024

All the students of B. Com Part I(All group, All Division)are hereby informed that under **Continuous Internal Evaluation of AECC: English for Business Communication, Semester II- Home Assignments** need to be submitted as per the following guidelines on 30th March, 2023 during the lecture time in room no 42 at 9 a.m. If you fail in the exam, you will be responsible for your academic loss.


1. Students should write their assignments on full scape papers.
2. All questions are compulsory.
3. Mention your full name, roll no with class and division.
4. To ensure full marks, write neatly and clearly without any grammar errors on time.

Questions

Write short notes on the following:

1. Character sketch of Rahul Bajaj
2. Elaborate author's views on education, pedagogy and the commerce stream.
3. Significance of the title of the poem "Trees" by Joyce Kilmer.
4. Representation of nature in the poem 'Leisure' by D. H. Davies.

5. Draft a letter of complaint to M/S Shining Star 79, Durga Nagar, Jammu, complaining about delay in the delivery of the books you have ordered.
- 6 Write an inquiry letter to R. K. Electricals Pvt. Ltd, Mumbai asking quotation of laptops for office work. Imagine other details.
7. Place an order to Imperial System, M. G. Road, Pune regarding to supply computers, printers, USB and mouse etc. for laboratory.
8. Draft a memo to Mr. Patil who is leaving office early.
9. Draft an office order regarding the appointment of an employee as a Sales Executive in the head office of a company. Imagine name of company and other relevant details.
10. Write an office circular letter to customers that D-Mart, Sasane ground, Kolhapur wants to open a new branch at Rankala.


Ms. Madhuri Pawar
Subject Teacher


Dr. Kavita Tiwade
Head, Dept. of English
Head
DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

VIVEKANAND COLLEGE, KOLHAPUR

Home Assignment

Name :- Rasika Shivaji Kalkhambkar

Subject :- English for Business Communication

Class :- BCOM I

Group :- 'A'

Date :- 1/04/2024

Division :- 'B'

Roll No :- 5407

Submitted To
Ms. Madhuri Pawar
SirSubmitted By
Rasika. S. Kalkhambkar

Write Short notes on the following

Q.1. Character sketch of Rahul Bajaj

Ans. Rahul Bajaj was one of the biggest and bravest industrialists.

Rahul Bajaj was an Indian businessman and philanthropist. He was the chairman of Indian conglomerate Bajaj Group and also a member of parliament. (Bajaj comes from the business house started by a Rajasthani Marwadi businessman Jamnalal Bajaj. The late Jamnalal Bajaj, grandfather of Rahul Bajaj was a close ally of Mahatma Gandhi.

Rahul's childhood was mostly spent in Mumbai. He completed his schooling at Cathedral and John Connon School. He grew up at a time when the freedom struggle was at its peak. He was very good at learning and after schooling, he completed his graduation in economics from St. Stephen's College in New Delhi. Soon after, he started working in one of the companies owned by the family, the Bajaj Electricals and with active interest learnt some of the basic things related to the running of his family business as an apprentice. But he wanted to perform better and to take the Bajaj Group to newer heights of achievements. So to run the company with competence and professionalism, he completed his MBA from Harvard University in 1964, and returned to India to take his family business with improved technical training.

He was very keen to increase the company's revenue rapidly and as planned, he succeeded in reaching this goal. He made Bajaj Scooter the most admired and sought-after possession of middle class India.

Q.2)

Elaborate author's views on education, pedagogy and the commerce.

Ans.

Human being have been involved with business and commerce since the beginning of civilisation. Before currency was invented, people bartered or exchanged goods, services and property for other goods. Different modes of trade and various forms of currencies were established as the scale of business started increasing.

Commerce refers to the activities conducted in the world of business, trade and industry. It involves the purchase and sale of goods and services by large organisation at scale. The sale or purchase of a single item by a consumer is defined as a transaction, while commerce refers to all transaction related to the purchase and sale of that item in an economy. An economy is an area of production, distribution and trade, as well as consumption of goods and services by different agent.

It is imperative for each and every student to receive financial and economic education, since every individual should have an insight regarding the acquirement, conservation and spending of wealth. Owing to the year of British imperialism, Indian education was designed to produce job seekers. We now need to change his psyche and open our minds to entrepreneurship. India has a rich heritage of indigenous knowledge in all spheres of the world. It has diverse groups of people with rich culture. In this age of globalisation, the world has become a small place.

Q.3. Significance of the title of the poem "Trees" by Joyce Kilmer.

Ans. The poem "Trees" by Alfred Joyce Kilmer celebrates the beauty and spiritual significance of trees. The poet begins by expressing the idea that no poem can capture the loveliness of a tree. The tree is described as having a "hungry mouth" pressed against the earth, symbolizing its connection to the nourishing soil. The image of a tree looking at God and raising its leafy arms in prayer convey a sense of the tree's spiritual presence.

The concluding lines express the poet's humanity and recognition of the divine in nature. Kilmer suggests that while poems are crafted by human poets, the creation of a tree is a task reserved for God alone. This juxtaposition underscores the profound and majestic nature of trees and emphasizes the poet's awe and reverence for the natural world.

In summary "Trees" is a simple yet powerful poem that celebrates the beauty, spirituality, and enduring nature of trees, while also acknowledging the limitation of human expression compared to the divine creation found in nature.

Q.4) Representation of nature in the poem 'Leisure' by D.H. Davies

→

William Henry Davies was a Welsh poet and a writer.

He spent most of his life as a tramp. The 'Autobiography of Super-Tramp' gives an account of his stay in the USA from 1893 to 1899. His first book of poetry (1905) brought him success and established his reputation as a poet.

In this poem 'Leisure' the poet comments on the busy life in the city where people do not have time to look at and enjoy nature. The modern life style has become very mechanical. Man is full of anxiety and always in a hurry. He has no time to stop for a moment to admire nature. The first

"What is this life if, full of care,

we have no time to stand and stare."

This two lines from the poem are widely quoted.

Q.5) Draft a letter of complaint to M/s Shining Star 79, Durga Nagar, Jammu, complaining about delay in the delivery of the books you have ordered.

Ans- M/s Shining Star,
79, Durga Nagar,
Jammu.

March, 2, 2024

The Dealer

Chatterjee and Chakraborty Pvt. Ltd
79, Durga Nagar, Jammu.
Jammu.

Subject :- Delay in books' delivery, need an immediate solution.

Dear Mr. Krishna,

I am writing this letter to you in order to raise an issue with the delivery of some books I ordered from your store a few weeks ago.

I ordered 5 different books from your shop around three weeks ago. According to the deal, the books were to be delivered to my house within a week. But one of these books has been delivered even after three weeks passed after my order.

The books I ordered is very essential for my study. Moreover, my exam is quite nearby. So, I hope you have understood the significance of this issue. I would hereby like to request you to look into this matter immediately and initiate the delivery as soon

as possible I am also attaching a copy of the bill with the letter. The name and date of order of those books are mentioned there.

Yours Sincerely

Rasika Kalkhambkar

Q.6. Write an inquiry letter to R. K. Electricals Pvt. Ltd, Mumbai asking quotation of laptops for office work. Imagine other details.

→ Mr. M. K. Nayak
Managing Director,
Hightech Private Ltd.
Pune -

Date :- 20 March 2024

Mr. R. K. Sharma
Dealer,
Electricals Pvt. Ltd.,
34, Gandhi Marg,
Mumbai

Subject : Inquiry about a laptop

Dear Mr. R. K. Sharma

This is to inform you that I am planning to purchase ten laptops for my organization. I would like to make an inquiry regarding various types of computers.

We are a financial based organization dealing with the stock exchange on a daily basis. As a result we would be requiring computers with good performance and that will run fast on any kind of internet connection. The aspect in regards to which I would require information etc.

- 1) Processor of the computer
- 2) Best possible price
- 3) The ram size
- 4) The name of the brand

I would request you get back to me in regards to the above aspects and also suggest other possible options.

Yours faithfully,
M.K. Nayak,
Managing Director.

Q.8 Draft a memo of Mr. Patil who is leaving office early.

Dear Manager
Harshad Mehta

I am writing to request an early leave on 20 February 2024 at 3:00 pm. I have a personal emergency that requires my immediate attention, and I need to leave work early. I will return to work on 23 February 2024 at my ~~early~~ regular time.

In case of an emergency, you can reach me Keshav Kulkarni 8321@gmail.com. I will ensure that all my pending work is completed before I leave.

Thank you for your understanding & corporation.

Your Sincerely,
Keshav Kulkarni.

Q.9) Draft an office order regarding the appointment of an employee as a Sales Executive in the head office of a company. Imagine name of company and other relevant details.

Date - 23/3/2024

Name - Ashish Mehta

Address - 3/23

Coimbatore - 56/019

Email - Ashishmehta321@gmail.com

Phone - xxxxxxxx21

Dear Ashish Mehta,

On behalf of TCI Technologies, we are pleased to offer you the position of software developer. Attached are the terms and conditions of our offer, kindly read these important details ~~care~~ carefully.

Your appointment will be effective on your date of joining, which shall be as soon as possible but no later than 20th April 2024. In an event of you failing to join us on or before 1st May 2024, this offer for appointment will stand automatically.

Your Service is transferable to any other place or branch of the company, whether now existing or still to be formed whether in India or abroad. You may also be ~~deputed~~ deputed to any of our customer's locations. You will be on a probation period of 3 to 6 months and the company reserve the discretion to extend your period of Probation.

We Welcome you to our company and wish you a long & successful career with us.

Best wishes, Your Sincerely,

Manish

VIVEKANAND COLLEGE KOLHAPUR.

Name : Samruddhi Vijay Patil

Subject : English For Business Communication

Roll no : 5788

Group : A Division : B

Date : 30/3/2024

Q1. Character sketch of Rahul Bajaj.

Rahul Bajaj was the chairman of Bajaj Auto. He was born on June 30, 1938 in Kolkata. Rahul's grandfather Jamanlal Bajaj founded the Bajaj group in 1926 and his father Kamalnayan Bajaj succeeded it in 1942. Kamalnayan started the precursor to Bajaj Auto within 3 years he expanded into new business including cement, electrical appliances & scooters.

Rahul Bajaj graduated from St. Stephen's College in Delhi in 1958 and also earned a degree in law from Bombay University. Then he went on to pursue MBA from Harvard Business School in the US and became CEO of Bajaj Auto in 1968.

Rahul Bajaj was an introverted and highly analytical individual. He tends to be reserved, preferred to observe and analyze situations before actively participating. He had excellent communication skills & was adept at building rapport with people from all walks of life, which serves him well in his investigation work.

He was methodical in his approach to problems, often breaking them down into smaller, manageable tasks to find solutions efficiently. Despite his reserved nature, Rahul was fiercely loyal to his friends and family, always willing to lend a helping hand when needed. He was deeply passionate about his work in software engineering, constantly used to seek to improve his skills & stay up-to-date with latest technologies.

Over the course of the story, Rahul learns the importance of finding balance and opening himself up to new experiences beyond his comfort zone.

Q2. Elaborate an author's views on education, pedagogy & commerce stream.

Dr. Manjushree Sardeshpande is a poet, writer, editor & translator. She has translated Shri Ranga Hari's book Dharma & Sanskrit into English, which well received.

a) Education :

It is imperative for each & every student to receive financial & economic education, since every individual should have an insight regarding the acquirement, conservation & spending of wealth. Owing to the years of British imperialism, Indian education was designed to produce job seekers. We now need to change this psyche & open our minds to entrepreneurship.

Today students need to be prepared only for local needs & competition but also to compete globally. An interesting commerce curriculum will motivate students to learn the skills required for industry, trade & commerce. In this way, the industry will also benefit from trained & skillful graduates.

Q3

b) Pedagogy :

One of the important aims of the education is problem solving. Critical thinking & conceptual clarity are the heart of any educational system. A pedagogy which includes discussions, debates, projects, collaborative work and use of technology stimulates critical thinking which is the foundation for innovation, one can imagine the different kinds of ideas which would come from the minds of the bright, young Indians.

c) Commerce Stream :

Human beings have been involved into business & commerce since the beginning of civilisation. Before currency was invented, people bartered or exchanged goods, services & property for other goods.

Commerce refers to the activities conducted in the world of business, trade & industry. It includes the purchase & sale of goods & services by large organisation at scale.

Commerce may be conducted internationally as well as represents the buying & selling of good between nations.

Commerce is one of the most sought-after streams for graduations. Money & monetary dealings are the backbone of all activities of human life.

Q3. Significance of the title of the poem "Trees" by Joyce Kilmer.

The poet Joyce Kilmer is a great poet and he has written a poem 'Tree'. He was catholic & the poem is often interpreted as an expression of his own view of the world.

The title of the poem 'Trees' signifies the central theme & subject matter of the poem itself. By titling the poem 'Trees' Kilmer draws attention to the significance & beauty of nature, specifically focusing on trees as symbols of strength, endurance & the wonders of creation. The simplicity of the title reflects the straight forward admiration & reverence for nature that Joyce Kilmer expresses throughout the poem.

'Trees' celebrates the majesty of nature insisting that no art that humankind makes

can match even that the simple beauty of a tree. The poet begins by expressing the idea that no poem can capture the loveliness of a tree. The image of a tree looking at God and raising its leafy arms in prayer conveys a sense of the tree's spiritual presence.

Q4 Representation of nature in the poem 'Leisure' by D.H. Davies.

In D.H. Lawrence's poem "Leisure", nature is represented as a source of solace & tranquility amidst the hustle & bustle of modern life. The speaker reflects on the simple pleasures of nature such as "the bending sky" & "the purple heather", suggesting that these natural elements offer a sense of peace. The poem emphasizes the importance of slowing down and appreciating the beauty of natural world, highlighting nature as sanctuary where one can find moments of calm & reflection.

Overall nature in 'Leisure' serves as a counterbalance to the chaos of urban existence, offering a reminder of the timeless rhythm and serenity found in the natural world.

Q5. Draft a letter of complaint to M/s Shining Star 7
Durga Nagar, Jammu

VIVEKANAND COLLEGE,
Kolhapur.

Reference No: VC/45

Date: 20 March 2024.

To,
M/s Shining Star 7g,
Durga Nagar,
Jammu.

Sub: Complaint about delay in delivery of books

Respected sir,

I am writing this letter to express my disappointment regarding the delay in the delivery of books I ordered from your store. On 10 March 2024, I placed an order for 10 books for our college. However it has been 10 days since I placed the order and have not received the books yet.

I kindly request to look in this matter and do it as soon as possible.

Thanking you

Yours Faithfully,

~~Patil~~

S.V. Patil

Q6. Write an enquiry letter to R.K. Electricals Pvt. Ltd. Mumbai asking quotations of laptop for office work. Imagine other details.

TATA CONSULTANCY
M.G. Road, Pune.

Reference No : TA/45

Date : 19th Jan 2024

To,
R.K. Electricals Pvt. Ltd
Mumbai.

Sub : Asking quotation of laptop

Dear Sir,

I hope this letter finds you in good health and spirit. I am writing this letter to enquire about the possibility of obtaining a quotations for laptops suitable for office use from the well known company R.K. Electricals Pvt. Ltd.

Our Company 'TATA CONSULTANCY' is in the process of upgrading our office equipment, and we are in need of reliable & efficient laptops to enhance our productivity and workflow. We have heard the reviews about the quality of products & services offered by R.K. Electricals & would like to explore the options available for our office requirements.

We are interested in laptops with the following specification :

- RAM : 8GB
- Processor : Intel core i3

- Storage : 2.56 GiB

- Display size : 14 inches

And with this, please provide Price, discounts, warranties, Payment options etc.

We look forward for your prompt reply

Thanking you,

Yours faithfully

S.A. Desai

S.A. Desai

(Manager)

Q7. Place an order to Imperial system, M.G. Road Pune regarding to supply computers, printers, USB & mouse etc for laboratory.

SP LABORATORY LTD,
Mumbai

Ref No: SP/28

Date: 20th March 2024

To,
Imperial System,
M.G. Road,
Pune.

Sub: Order for Computers, Printers, USB & Mouse for laboratory

Dear Sir,

I hope this message finds you well. We are reaching out to place an order for various equipments to furnish our laboratory with essential & necessary resources. Below is the list of items that we require:

SR No.	Particulars	Qty
1	Computers	4
2	Printers	2
3	USB Drives	3
4	Computer Mice	2
	Total	11

We look forward for your prompt reply as the order is very important.

Yours faithfully
S. P. Jadhav.

S.P. Jadhav

Q8. Draft a memo to Mr. Patil who is leaving office early.

SHYAM STEEL WORKS,
Pune

REF No: SH/45

Date: 20th March 2024

To: Mr Patil

From: M.S. Jadhav

Sub: It is mixed emotions that I write this to inform you of your impending departure from our team. While we are sad to see you leave, we also want to express our gratitude for your contribution. Your hard work, dedication, professionalism & positive attitude have been truly invaluable to our team. You will be missed immensely & the inspiration you have been to us. Thank you for being there for our team. We wish you the best & are truly grateful for the opportunity to work alongside you.

Signature

Q9 Draft an office order regarding the appointment of an employee as a sales Executive in head office of a company. Imagine name of company & other relevant details.

ZENNITH COMPANY
New Delhi

Date: 20th March 2024

Office Order
Appointment of Employee

We are please to announce the appointment of Mr. Bohra as a Sales Executive at the head office of Zennith Company on 23rd March 2024. Mr. Bohra has exceptional skills and dedication, hardwork toward their work, during their tenure with our company, we experienced it. So, we are confident enough that they will excel in their new role. We wish them best for their new journey and congratulations we wish you success in the career with Zennith Company.

Sd/-

P.S. Desouza
(shareholder)

Q10 Write an office circular letter to customers that D-Mart, Sasane ground, Kolhapur wants to open a new branch at Rankala.

D-MART
Sasane-ground, Kolhapur

Date: 20th March 2024

Office Circular

To: Our Customers

From: Manager

Subject: Opening a new branch at Rankala

Dear Customers,

We are delighted to announce that D-Mart, located at Sasane ground Kolhapur is expanding its presence to better serve to our customers. We are excited to inform you that we will be opening a new branch at Rankala very soon.

The new branch will feature some extensive range of products, excellent customer service that you expect from us. We look forward to welcome you to our new branch at Rankala. Hope you like it.

Yours Faithfully,
K.S. Taxdon
(Manager)

B.Sc. III

(Biotech Entire)

Education for Knowledge, Science and Culture"
- Shikshanmaharshi Dr. Bapuji Salunkhe
Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur (Autonomous)

INTERNAL EXAMINATION

Department of English


Date: 02/12/2023

Notice

The students of B. Sc. Part III Entire Biotech are informed that a seminar of subject AECC- **English for Communication** (Compulsory English) will be held on **one of the following topics** on Wednesday, 6th September, 2023 at 11.30 am in the classroom. Attendance is compulsory. Absent students will be responsible for their failure.

Topics for Seminar:

1. Enhancing communication skills for collaborative research in biotechnology
2. The Role of social media in Communication and Social Interactions
3. Effective use of visual aids in biotechnology presentation
4. Communication strategies for biotech entrepreneurs
5. Trends in artificial intelligence for biotechnology
6. Environment Conservation
7. Endangered species need protection
8. Importance of Books in Our Life
9. Women Nobel Laureate
10. Chandrayan India's Journey to the moon


Ms. Sarika Shinde

Subject Teacher


Dr. Kavita Tiwade

Head, Department of English

Head
DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

B.Sc. III (Biotechnology Entire)

Name	Roll No.	Sign	Marks
1) Fardin M. Makandan	Roll No- 32		12
2) Mohit Sunil Mane	Roll No- 33	Mohit	11
3) Ammar Khanapure	Roll no 22	Ammar	11
4) Prunav Kulkarni	Roll no- 28	Prunav	10
5) Suraj Santosh Kadam	9327	Suraj	11
6) Pankaj Sunil Zingra	9351	Pankaj	11
7) Neha Krushnat Kadam	9216	Neha	10
8) Disha Santosh Notari	9333	Disha	09
9) Sakehi Anil Kathare	9320	Sakehi	09
10) Tanvi Shirish Dhenge	9308	Tanvi	10
11) Pruthviti Amar Patil	9336	Pruthviti	10
12) Pratiksha Baban Jayatap	9315	Pratiksha	09
13) Pranoti Sadashiv Tevare	9349	Pranoti	08
14) Niyati Narayan Dharmadhikari	9307	Niyati	08
15) Aarya Ramchandrad Kolekar	9324	Aarya	09
16) Aayra Dhanrajy Kulkarni	9325	Aayra	12
17) Saloni Subas patil	930387	Saloni	09
18) Sejal Shradha Bugate	9303	Sejal	10
19) Sayali Yashwant Shinde	9343	Sayali	08
20) Bramhali Vakil Sawant	9342	Bramhali	08
21) Vaishnavi Manohar Patil	9389	Vaishnavi	09
22) Vaishnavi vilas patil	9338	Vaishnavi	08
23) Gayatri Bhavrao Patil	9338	Gayatri	09
24) Pranjal Parashuram Lohar	9361	Pranjal	08
25) Yuzvadyji Prakash Patil	9340	Yuzvadyji	08
26) NISHA SUBHASH BHOSALE	9302	Nisha	09
27) Vaishnavi Sanjay Desai	9307	V.S. Desai	09
28) Siddhi Sunil Tibile	9345	Siddhi	08
29) Shruti Subhash Yadav	9350	Shruti	08
30) Anushka Sandip Kamble	9318	Anushka	09
31) Aarti Ravindra Kikadi	9314	Aarti	09
32) Ankita Shrikant More	9332	Ankita	09
33) Seema Shrushti Kamble	9319	Seema	08
34) Umi Xenilay Gule	9311	Umi	09
35) Mural Babaslu Patil	9335	Mural	08
36) Sakshi Pradip Dixit	9310	Sakshi	10

38.	Pooja Tatyasa Davkare	9305	Davkare P.T.	08
39.	Sanika Uttam Kole	9323	Sanikank	08
40.	Sayeshi Mukesh Hajgude	9313	Sajeshi H.	08
41.	Aditi Abhel Nedpatak	9347	Aditi N.	08
42.	Sourabh Sambhaji Bhatmore	9352	Sourabh B.	10
43.	Om Mohan Yadav	9399	Om M.	10
44.	Omkar Balasa Kesarkar	9321	Omkar K.	10

A PROJECT REPORT ON

"INTERACTIVE LEARNING APPS FOR ENGLISH SUBJECT"

SUBMITTED TO

VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)



KOLHAPUR

IN THE YEAR : 2023-2024

STUDENT'S NAMES AND ROLL NO.

Shruti .R. Kumbhar - 8389

Manoj .A. Miraje - 8390

Naaz .N. Mujawar - 8391

Tabsum .Z. Mullani - 8392

Saniya .Y. Nadaf - 8393

Snehal .Y. Patil - 8394

Adityaraj .S. Shinde - 8395

Shruti .R. Shinde - 8396

Nilam .N. Tamaichikar - 8397

Aman .P. Mane - 8472

Omkar .V. Patil - 8490

CLASS B. Sc. III

INTRODUCTION

In an era dominated by globalization, the mastery of English has become indispensable for individuals striving for success in academic, professional, and social spheres. Conventional approaches to language learning often fall short in capturing learners' attention and adapting to their unique needs. However, the emergence of interactive learning apps presents a promising avenue for revolutionizing language education. This project sets out to explore the transformative potential of interactive apps in the realm of English language acquisition. By conducting a thorough review of existing literature, dissecting successful app models, and crafting a prototype, our aim is to develop a cutting-edge tool that not only facilitates language learning but also democratizes access to quality education. Through this endeavor, we aspire to empower learners across diverse backgrounds and geographies to attain fluency in English, thereby enabling them to thrive in our increasingly interconnected world.



OBJECTIVES

- 1. To conduct a comprehensive review of the current landscape of interactive learning apps for English language education.
- 2. To identify key features and components that contribute to the effectiveness of interactive learning apps in facilitating English language acquisition.
- 3. To design and develop a prototype of an interactive English learning app that integrates innovative features and best practices identified during the review phase.
- 4. To evaluate the effectiveness of the prototype through user testing and feedback, with a focus on user engagement, learning outcomes, and usability.
- 5. To analyze the findings from the evaluation phase and refine the prototype iteratively based on user feedback and emerging insights.
- 6. To document and disseminate the research findings, including the development process, evaluation results, and recommendations for future improvements and implementations in the field of technology-enhanced language learning.

METHODOLOGY AND APP FEATURES

Methodology:

- Conduct surveys and interviews with English language learners and educators to gather insights.
- Collaborate with UX/UI designers to create wireframes and mockups of the app interface.
- Utilize agile development methodologies to build and iteratively improve the app prototype.
- Conduct usability testing and gather feedback from diverse users to refine the app.

App Features:

- Personalized learning paths based on individual proficiency levels.
- Interactive exercises and games for vocabulary, grammar, and speaking skills reinforcement.
- Real-time feedback and progress tracking to monitor user performance.
- Integration of multimedia content such as videos, audio recordings, and interactive texts for enhanced engagement.
- Social features enabling peer collaboration and language exchange.

EVALUATION AND IMPLEMENTATION PLAN

Evaluation:

- Quantitative assessment of user engagement metrics such as time spent on the app and completion rates of exercises.
- Qualitative analysis of user feedback through surveys and interviews to understand user satisfaction and areas for improvement.
- Comparison of the app's effectiveness with traditional learning methods through user performance metrics.

Implementation Plan:


- Develop a timeline outlining phases for app development and testing.
- Allocate resources including budget, personnel, and technology infrastructure required for development and testing.
- Define strategies for marketing and promoting the app to target users, including online advertising, social media campaigns, and partnerships with educational institutions.
- Establish channels for ongoing support and maintenance of the app post-launch.

LEARNING APPS AVAILABLE ON WEB :-

- Babbel
- Hello talk
- Memrise
- Duolingo
- Hello English
- Grammarly



HelloTalk

 grammarly



duolingo

CONCLUSION

In conclusion, the project has provided valuable insights into the potential of interactive learning apps to enhance English language education. Through a thorough review of existing literature, analysis of successful app implementations, and iterative design and development processes, we have successfully developed a prototype of an interactive English learning app. The app incorporates personalized learning paths, interactive exercises, real-time feedback, multimedia content integration, and social features to create an engaging and effective learning experience. The evaluation of the prototype revealed positive user engagement metrics and valuable feedback from users, indicating the app's effectiveness in facilitating English language acquisition. Additionally, the comparison with traditional learning methods highlighted the advantages of interactive apps in terms of user engagement and learning outcomes. Moving forward, the recommendations derived from this project will inform future research and development efforts in the field of technology-enhanced language learning. By continuing to refine and improve upon the prototype based on user feedback and emerging insights, we aim to further enhance the app's effectiveness and accessibility. Ultimately, our goal is to empower learners worldwide to achieve their language learning goals and thrive in an increasingly interconnected world.

REFERENCES

- www.google.com
- AI chatgpt

B.Sc. I

(Computer Science Entire)

Div-B

Dissemination of Education for Knowledge, Science and Culture

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's


Vivekanand College, Kolhapur (Empowered Autonomous)

Department of BCS

Date: 21/9/2023

All the students of B.C.S Part I Division **B** are hereby informed that under Continuous Internal Evaluation Semester I of Business Communication, students should submit their projects in a group on the given topic and make presentation during the lecture time.

It is compulsory to all students to make presentation on project and submit hard copy during the presentation. If you fail in the exam, you will be responsible for your academic loss.


Ms. Madhuri Pawar

Subject Teacher


Dr. Kavita Tiwade

Head, Dept. of English
Head

DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

Shri Swami Vivekanand shikshan sanstha's

Vivekanand Collage, Kolhapur

(Empowered Autonomous)

Department of B.C.S

B.C.S Part 1


Project

In

English

Active Listening

Sr. no.	Name of std.	Class	Div	Roll No.	Sign
1.	SAWANT SWARUP ANIL	BCS-1	B	9181	
2.	SHAIKH MAHAMMADKAIF SAMEER	BCS-1	B	9182	
3.	SHELKE SUNSKRUTI ANIL	BCS-1	B	9183	
4.	SHINDE SHRAVANI SANDEEP	BCS-1	B	9184	
5.	SHINDE VISHWAJEET SHIVAJI	BCS-1	B	9185	
6.	TALEKAR SANYONI SANDEEP	BCS-1	B	9186	


MS.M.S. pawar
Sub. Teacher

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5.	Benefits	08
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8.	Conclusion	11

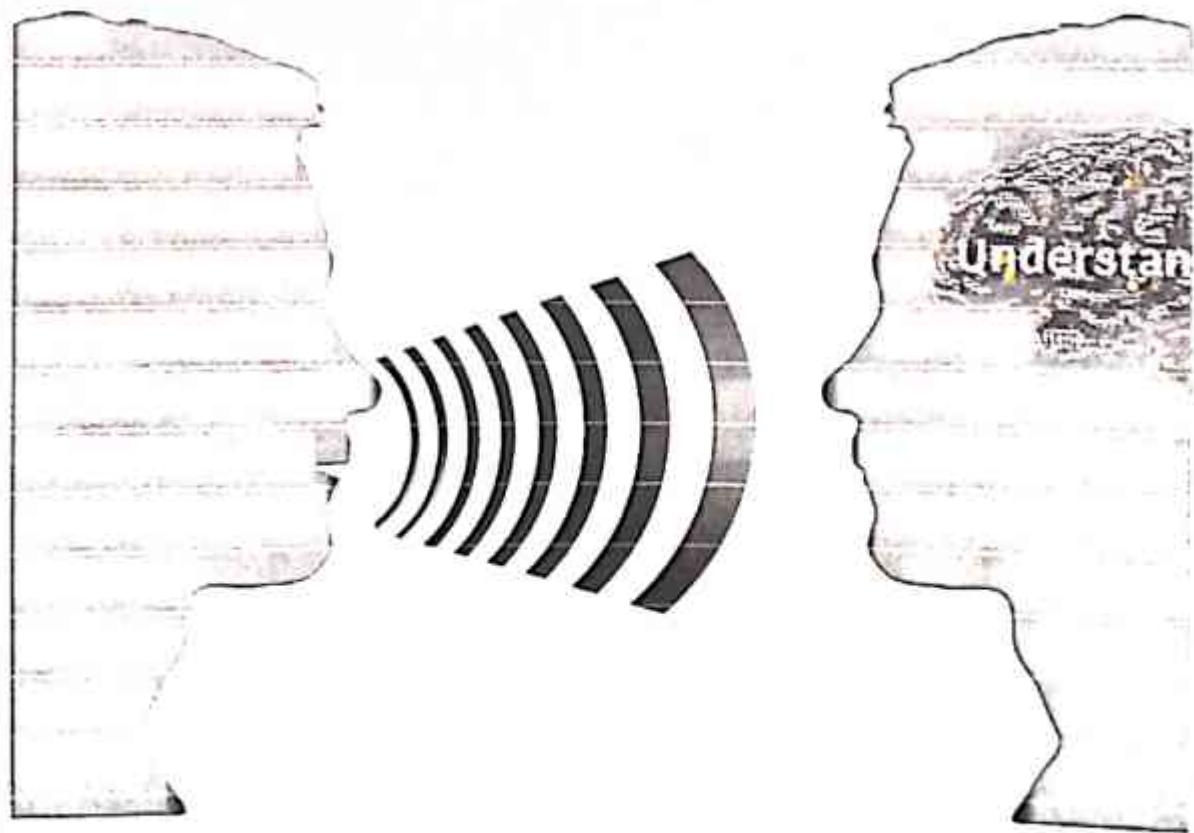
**PROJECT
ON
ACTIVE LISTENING”**

INTRODUCTION

Active listening is a basic type of communication. Active listening is a communication skill that involves going beyond simply hearing the words that another person speaks but also seeking to understand the meaning & intent behind them. It requires being an active participant in the communication. For ex., The conversation between a group of friend.

There are some techniques or ways are present in Active listening and they are as follows:

Active Listening



ACTIVE LISTENING TECHNIQUES:

1. Pay Attention
2. Be Fully Present.
3. Keep Good Eye Contact
4. Ask Open-Ended Questions
5. Reflect What You Hear
6. Be Patient
7. Withhold Judgment



IMPORTANCE OF ACTIVE LISTENING:

Getting into the habit of active listening can have positive impacts in many key areas of your life. It can affect your relation, your work and your social interactions.



BENEFITS OF ACTIVE LISTENING

1. Builds deep trust.
2. Broadens your perspective.
3. Makes you approachable.
4. Increase the ability of your patience.
5. Increasing your confidence and knowledge.
6. It helps to detect & solve problems.

Building Relationships: Active Listening

Building Relationships Through Active Listening



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Barriers of active communication:

1. Environmental barriers.

Environmental barriers are brought about by the speaker's environment. Sometimes it is due to the language of speaker which is used by him. Sometimes it is difficult or different from us.

3. Physiological barriers:

Physiological barriers are those that are brought by the listener's body language. They can be temporarily or permanently disturbed due to any type of weakness or illness,

Psychological barriers:

Psychological barriers interfere with one's willingness & mental capacity for listening. Pre-existing barriers can lead to listening someone else's argument for its weakness, ignoring its statements.

How To Over Come From Barriers:

To overcome from these barriers we have to use the suggested 7 techniques. To practice it by using it in our day-to-day life conversation which is helpful to develops your own personality. There is only one way to tackle these barriers is as follows: the practice of that 7 techniques



CONCLUSION:

Using active listening to manage individuals can be a powerful tool in drawing out each one's full potential.

Managers are increasingly having to deal with people rather than production.



Bibliography

References	Authors
How to Listen	Oscar Trimboli
Active Listening Techniques	Nixaly Leonardo
www.Active listening skills	Leonardo's

B.Sc. I

(Computer Science Entire)

Div-B

Dissemination of Education for Knowledge, Science and Culture

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur (Empowered Autonomous)

Department of English

Date: 13/03/2024

All the students of B.Sc. Computer Science (Entire) Part I Div-B are hereby informed that under **Continuous Internal Evaluation of AEC: English for Communication, Semester II- Interviewing Personalities** need to be submitted as per the following guidelines on 20 March, 2024 during the lecture time. If you fail to submit the assignment, you will be responsible for your academic loss.

1. Students should write an interview report on A4size papers.
2. Students should paste a picture of the interview.
3. To ensure full marks, write neatly and clearly without any grammar errors and submit on time.



Ms. K. R. Vhonkhande

Subject Teacher



Dr. Kavita Tiwade

Head, Dept. of English
Head

DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

"Dissemination of Education for Knowledge, Science and Culture"
- Shikshanamaharshi Dr. Bapuji Salunkhe.

VIVEKANAND COLLEGE, KOLHAPUR.
(Empowered Autonomous).



A Project Submitted to
Department of B.Sc. Computer Science (Entire) - I
B.C.S - I sem. - II
2023-24

AEC : Business Communication.

• Topic •

Interviewing Personalities.

by.

Sr. no.	Name of Students	Roll no.	Signature
1.	Prathamesh M. Karanjikar	9141	
2.	Sanket Balalikar.	9121	

Under the guidance of

(Ms. K. R. VhanKhande)

Date : 20/03/2024.

Interview with Mrs. Varsha Chougule : RTO officer
in Kolhapur City.

* About the Interviewee :

Varsha Chougule is a Traffic officer at Dasara Chowk RTO office, Kolhapur. She is in this profession for past 5 years and no doubt she has been an excellent officer.

* About the Interviewers :

Sanket Bololikar and Prathamesh Karanjkar, students of Vivekanand College, Kolhapur from the Department of B.Sc. Computer Science (Entire).

• Sanket : Hello, I'm Sanket and this is Prathamesh, and we're here to interview you. First of all I would like to ask, what inspired you to join RTO?

⇒ Varsha ma'am : Hello, So talking about inspiration for joining RTO, I got it from the streets where I used to see people driving vehicles and simultaneously using their mobiles, Teenagers riding bikes with triple seat, and many other mistakes people were doing while driving. I found it a bit wrong and risky as people should be more focused on their driving otherwise that small mistake can lead to a big accident. Teenagers using motor vehicles is very risky as their driving skills are not tested and their license is not been issued as the age limit for having

The license in India is above 18 years. Riding bike tripple seat is risky as the bike can get imbalanced and may cause accident. There are many rules like these which are being broken daily and sometimes it causes a serial accident, so I thought that people should be disciplined about driving and aware of the traffic rules and regulations. And to start making this change in people, I decided to join RTO.

- Pratnamesh: Everyone in their childhood dreams of their future in some career, so what was your dream to be in future?

⇒ Varsha Ma'am: Since childhood I wanted to be in Police services. Both my parents have served as police officers in different departments. I've seen them working for so many years, the kind of situations they face, the way they handle it, the respect they get, by thinking about these things, I decided to be in police when I grow up. later I started working for it, I had full support of my parents which made my dream come true.

- San Ket: How did you prepare to achieve your goal? what kind of Exam did you attempt?

⇒ Varsha Ma'am: Mainly I worked hard on my physical fitness, same on the other side, I worked on my general knowledge and current affairs, read MPSC books,

I appeared for this Exam held in Kolhapur District for police recruitment. I cleared the exam and after one year of tough training, I got my first posting for the job.

• Prathamesh: How was your first experience here as a fresher?

⇒ Varsha Ma'am: My first experience working in this department was great, I felt very good working here all other officers helped me learn the work and were good behaving. I got the opportunities to help people and solve their problems. People who by mistake break the rules, we tell them not to do the same mistake again and let them go. We also tell them the circumstances they will face if they violate the rules.

• Sanket: How do you handle the people who violate the rules?

⇒ Varsha Ma'am: We tell them what rule they have broken and that comes under which article according to the law and what kind of action has been taken for that. If the driver is underage, we call their parents and warn them about the risk they are taking, the fine that could be charged and the actions that can be taken. Even we don't want that situations to come but sometimes we have to take actions against them just to teach them a lesson. People should hand over the vehicles to their child only if the child has the driving license.

- Prathamesh: How do you prioritize your tasks while on patrol?

⇒ Varsha Ma'am: While on patrol, I prioritize the tasks based on the urgency and importance. Ensuring people's safety is always been my top priority, followed by traffic laws being ensured, responding to emergency calls, and providing assistance to motorists in need.

- Sanket: Can you give any example of challenging situation you faced while on duty? How did you handle it?

⇒ Varsha Ma'am: There was a situation where driver became aggressive during a traffic stop. I remained calm, maintained a professional demeanor, and utilized effective communication skills to diffuse the situation. By staying composed and respectful, I was able to resolve the conflict without any further escalation.

- Prathamesh: What steps do you take to ensure the safety of road users during traffic stops?

⇒ Varsha Ma'am: During traffic stops, I prioritize safety by activating emergency lights, pulling over to a safe location, and communicating clearly with the drivers. I also approach vehicles cautiously and remain vigilant of any potential risks to myself and others.

- Sanket: What would you do if you witnessed a fellow engaging in unethical behaviour?

⇒ Varsha Ma'am: If I witnessed a fellow officer engaging in unethical behaviour, I would first attempt to address the situation directly with them, emphasizing the importance of upholding the integrity of our profession. If the behaviour persisted or posed a serious threat to public safety, I would report the incident to my supervisor or the appropriate internal affairs department for further investigation.

- Prathamesh: It is a last one, How do you handle your house and job at a same time?

⇒ Varsha Ma'am: Balancing my responsibilities at home and on the job requires careful planning, organization, and support from my family and colleagues. I prioritize tasks effectively, utilizing my off-duty hours to attend to household duties and spending quality time with my loved ones. Additionally, I rely on open communication with my family to ensure understanding and support for the demands of my job. While the responsibilities of being a traffic police officer can be demanding, I find fulfillment in both aspects of my life and strive to maintain a healthy balance between them.



• Thank you Ma'am for giving your precious time for this interview
We are very grateful for your attention in this matter.



"Dissemination of Education for Knowledge,
Science and Culture"

- Shikshanmaharshi Dr. Bapuji Salunkhe

Vivekanand College, Kolhapur
(Empowered Autonomous)

A Project submitted to
Department of B.Sc. Computer Science (Entire)

BCS I Sem II
2023-24

AEC : Business Communication

On

Interviewing Personalities

By

Sr.	Name of students	Signature
1.	Pratiksha Parashuram Dalavi.	P.P. Dalavi.
2.	Diksha Tukaram Powar.	D.T. Powar

Under the guidance of (Ms. K.R. Vhonkhande)
Date: 20/03/2024

INTERVIEW WITH MAHADEV DALAVI : SOLDIER OF INDIAN ARMY

PRATIKSHA DALAVI and
DIKSHA POWAR
BCS Student
Vivekanand College,
Kolhapur.



About the Interviewee: Mahadev Dalavi is a soldier of Indian Army. Today, we're delving into the integral rank of sepoy within the military. Sepoy, derived from the Persian word 'sipahi', meaning soldier, holds significant historical and operational importance in various armed forces around the world. Often the backbone of infantry units, a sepoy embodies courage, discipline, and dedication to duty. We have the privilege of gaining insights into the experiences & responsibilities of a sepoy. Joining us is Mr. Mahadev Dalavi, who will shed light on the role and contributions of this vital rank in our armed forces."

His journey of joining the army is often marked by various struggles and challenges, both physical and mental. Joining the army is not just a career choice; it's a journey marked by perseverance, sacrifice, and resilience.

"Bravery is not the absence of fear, but the ability to move forward in spite of it."
This quote is dedicated to the personality of Mr. Mahadev Dalavi.

About the interviewer: Pratiksha Dalavi and Diksha Powar are a BCS student at Vivekanand College, Kolhapur.

1. Pratiksha Dalavi: Good Evening Sir, thank you for giving us your valuable time. My name is Pratiksha Dalavi and her name is Diksha Powar. We are delighted to welcome you to today's interview. Today, we have the honor of sitting down with Mr. Mahadev Dalavi, a dedicated member of our armed forces. So sir let's start with this interview.

2. Mahadev Dalavi: "OK, let's proceed".

Pratiksha Dalavi: Can you tell us about yourself?

Mahadev Dalavi: OK. My name is Mahadev Dalavi. And I am from Gadhinglaj, Maharashtra. I have completed my graduation from Shivraj College, Gadhinglaj and my

father is a farmer and my mother is a housemaker and I am currently serving in the Indian Army.

3. Pratiksha Dalavi: Ok. Why have you chosen the army over other defence forces such as the navy, air force?

Mahadev Dalavi: A since my childhood I have a dreamed to join the army therefore I have chosen the army to serve.

4. Pratiksha Dalavi: Ok. What kind of experience did you have at the beginning of your career?

Mahadev Dalavi: I have learnt a lot of things in my job. This is really hard job. Therefore it is not easy to handle yourself in stressful situations and I have learn that and I also have gain a lot of experiences about how to make served with different type of people from different regions. And I have developed lot of physical strength to and many more.

5. Pratiksha Dalavi: That's good. What was that one thing that inspired you the most to join the army?

Mahadev Dalavi: Actually the uniform has inspired many most and also I have watched many movies in my childhood and I love to watch defence movies and therefore a that movies also inspired me to join the forces and I had also have to watch the 26th January parade at "Kartvya Path" and it passionated me therefore I decided to join the armed forces.

6. Pratiksha Dalavi: That's interesting to know about you. Then next question is can you tell us about your army life and civil life?

Mahadev Dalavi: Yes, as a soldier your life is divided into two phases first upon is your army life and second is your civil life. In life people treat me differently a while I am on holidays. They treat me with respect and honor and I also like that thing but army life is completely different because we are completely in discipline and we do time to time things and we are not wasting any time and our unit doesn't allow us to use the phone therefore we are completely isolated from the other world and in the army

brotherhood is very much important. Because we did not criticise people and treat them as a our brothers. This is difference and our work life is preety much busy. We didn't get in the time to spend and to talk to use our phone. We are completely busy in our unit and in a civil life generally in holidays. We are totally free and hang out with our old friends and family members and we can watch movies, other things stuff, etc. But also in army in our unit they gave a time to enjoy also specially on sunday's but when our CO's call us we need to go in two minutes. So therefore it is completely different but it is the way of life.

7. Pratiksha Dalavi: I never thought that there is a huge difference between army life and civil life. Now next questions will ask you my friend Diksha.

8. Diksha Powar: Hello! Sir, How do you handle stressful situations and working under pressure?

Mahadev Dalavi: Actually from the training phase we are in this stressful situations therefore we get usually used to stressful situations and

our brains and body generally responds in that situations. See from training days we are in stressful situations and we don't get enough relief but it doesn't matter what kind of situations it is. Our senior demand's only one thing work must be done that's it and therefore we are no matter how hard situation is we complete our task.

9. Diksha Powar: Ok Sir. What qualities make you fit for Indian armed forces?

Mahadev Dalavi: At first and the most important is physical standards. Physical standards are very important in the armed forces. Because a candidate must be fit and capable to do normal thing. Basically and average guys are consider to be fit and also apart from depth a basic aptitude is also necessary for a candidate and another qualities are like leadership qualities, effective communication, and problem solving ability, team building, team work, courage and well disciplined ~~from~~ ^{and strong} sense of responsibilities are the necessary characteristics to join the armed forces.

10. Diksha Power: Ok sir then next question is would you like to share with us your most memorable event in life?

Mahadev Dalavi: The most memorable event in my life is when I got selected in the armed forces and I have received the call letter and I hide it from my parents and I surprised them with the call letter and see their happiness on their face and in their eyes. That was the most memorable moment in my life and the second moment was when I got passed out and completed my training and I got the first time to wear their uniform in front of my parents that time I got emotional that was also the most memorable moment in my life

11. Diksha Power: Ok. If you can get a higher package for your skills from a corporate do you still join the army? and why?

Mahadev Dalavi: Yes I definitely join the army because it is my childhood dream to serve the nation and wear that uniform. It doesn't matter about the money. It matter about my feeling towards the nation. Therefore I choose army also I get a

lot of facilities like medical facilities, CSD canteen facilities. Therefore it is enough to live comfortably. And also my parents are pretty much happy therefore I choose this profession.

12. Diksha Pawar: That's great! What is your opinion about Agniveer Scheme?

Mahadev Dalari: Agniveer scheme has been implemented by the higher authorities. Therefore I don't arise any question about that because agniveer's are from distinct rank in the army. Different from any other existing ranks and on the completion of the 4 year's of time period. They will go back to the society as disciplined, dynamic and motivated and skill worked force for employment in the other sector. There by contributing further in nation building. That's why agniveer scheme is important for the youth and if they are serious about joining the armed forces they must try agniveer scheme because government are giving a lot of facilities to them after their retirement and I have heard that they have increase their permanent ratio like 50% are going to permanent and 50% are going to outdoor and they

will be joined in the corporate sector. Therefore it is not a bad scheme. Youth must try about these agniveer scheme.

13. **Diksha Power:** Today, I have heard a different opinion on this scheme and it is satisfying opinion. Now last question is what would you advice young graduate interested in defence forces as a carrier?

Mahadev Dalavi: Definitely I would advice the youth to join the armed forces because it is a way of life to live and apart from the corporate job it is preety much interesting and a lot of adventure you can do there. Also you can get a lot of facilites and good amount of salary which will fulfill your needs and also it is a serious profession therefore you must ask yourself. You should join the armed forces or not.

14. **Diksha Power:** "As we conclude this interview, I want to extend my deepest gratitude to Mr. Mahadev Dalavi for their service to our country and for sharing their experiences with us today. Your bravery, sacrifice, and dedication are truly inspiring. We thank you for your service and wish you safety and success in all your future endeavors."

Thank you once again, Mr. Mahadev Dalavi sir. It's been an honor."



B.Sc. I

(Computer Science Entire)

Div-C

Dissemination of Education for Knowledge, Science and Culture

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur (Empowered Autonomous)

Department of English

Date: 13/03/2024

All the students of B.Sc. Computer Science (Entire) Part I Div-C are hereby informed that under **Continuous Internal Evaluation of AEC: English for Communication, Semester II- Compering Presentation** need to be submitted as per the following guidelines on 22nd March, 2024 during the lecture time. If you fail to submit the assignment, you will be responsible for your academic loss.

1. Students should write two compering scripts for any events on A4-size papers.
2. On the day of submission, a pair of students should present the compering in the class.
3. To ensure full marks, write neatly and clearly without any grammar errors, and submit on time.



Ms. K. R. Vhonkhande

Subject Teacher



Dr. Kavita Tiwade

Head, Dept. of English
Head

DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

"Dissemination of Education for Knowledge, Science and Culture" - Shikshanamaharshi Dr. Bapuji Salunkhe

Vivekanand College, Kolhapur
(Empowered Autonomous)

A Project Submitted to

Department of B.Sc Computer Science (Entire)

B.C.S I Sem II

2023 - 24

AEC : Business Communication
Compering Presentation
On

YOGA DAY

By.

Sr.	Name of Students	Roll No.	Signature.
1.	Sakshi Sachin korane.	9227	<u>S.S. Korane.</u>
2.	Saniya Sachin korane.	9228	<u>S.S. Korane</u>

Under the guidance
of (Ms. K.R. Vhonkhande)

Date : 22nd March 2024.

YOGA DAY

Anchor II: A Very warm good morning to everyone
I extend a bright and sunny welcome to our honourable chief guest Dr. S. P. Khot Sir, Respected principal Dr. R. R. Kumbhar Sir, all teachers and non-teaching staff, my dear friends.

Anchor I: Today we have gathered here not only to celebrate the world yoga day but also to cultivate healthy life style.

Anchor II: We will have our traditional auspicious LAMP-LIGHTENING ceremony as a tribute to god Saraswati, the goddess of knowledge.

Anchor I: I request the chief guest Resp. Dr. S. P. Khot Sir and principal of our college Dr. R. R. Kumbhar Sir to light the lamp and inaugurate the function.
(Thank you, please be seated)

Anchor II: Prayer works wonders. Thinking of a supreme power is our obligation. So now over to the college singing group for prayer song.
(Thanks for heavenly voices, please be seated).

Anchor I: Our prime minister Modi had proposed June 21st to celebrate yoga globally as it is the longest day of the year. Yoga is a precious gift of india's ancient tradition.

Anchor II: Yoga is expresses not only unity of mind and body but also thought and action. It improves balance, strength, and aerobic capacity.

Anchor I: The aim of this day is to educate people about the physical, mental and spiritual benefits that can be resulting by practicing yoga.

Anchor II: Now welcome the man who doesn't need any introduction and known for his punctuality our chief guest Resp. Dr. S. P. khot sir. I would like to request you please come on stage and say a few words on yoga day.
(Thank you sir please be seated)

Anchor I: Now I would like to request our principle please come on stage and say a few words.
(Thank you Sir please be seated).

Anchor II: Now everybody pay you attention, our friend Miss Manasi Shinde, # yoga girl going to demonstrate few yoga steps, asana and breathing exercise to you.

Anchor I: So let us spread your yoga mat and do follow her with enchanting music.
(Thank you Manasi)

Anchor II: I request our principle to thank our guests by giving them plant.
(Thank you sir)

Anchor I: Now I take this opportunity to thank each and everyone especially the organizer for their neat planning, our principle, teachers and all students.

Anchor II: Thank you very much
Here I declare that our program is over.

1 "Dissemination of Education for Science Knowledge and culture".
- Shikshanmahatshi Dr. Bapuji Salunkhe.

Vivekanand collage, Kolhapur
(Empowered Autonomous)

A project submitted to
Department of B.Sc - Computer Science (Entire)

Bcs I Sem II
2023-24

AEC : Business Communication /
Competing Script presentation
on

SPORTS DAY

By

Sl	Name of students	Signature
1.	Aishwarya Wagate ⁹²⁷²	<u>Aishwarya</u>
2.	Vaidehi Ingavle ⁹²¹⁸	<u>Vaidehi</u>

Under the guidance
of (Ms. K.R. Vankhade)

Date: 22-03-2024

Celebration of Sports Day in Our Collage.

Greeting :- A Very warm good morning to everyone.

Welcome :- I welcome you all on behalf OF the department of science on this auspicious occasion of Celebration of 'Sports Day'.

purpose :- Today we all have gathered here to celebrate one of the department event. Like every year, this year also we are celebrating 'Sports Day.' A Sports day is a red letter day on the calendar. It is a day when students are freed from their classroom to jump and run around, from the letter of learning. It is a day for mothers and fathers to cheer on their sons and daughters.

It's a day for victories and defeats, for success and failure.

Moreover, sports is a day for celebrating the spirit of sportsmanship.

So let's begin the annual Sports Day with lots of passion of vigour.

As we know that, it is celebrated to commemorate the birth anniversary of hockey legend major Dhyan Chand Singh.

The benefits of sports :- Sports offer a wide range of benefits that extend beyond phy-

gical Fitness. Here are some key advantages:

Physical health-

Sports help students stay at a healthy weight, develop strong bodies, and reduce the risk of health problems, like obesity and heart disease.

Team work -

Through sports, students learn to cooperate, communicate, and rely on teammates, which helps them work well with others in various life situations.

Mental Health-

Exercise during sports releases happy hormones, reducing stress and helping students better handle school pressure.

Social skills -

Sports interaction improve communication, social skills and adaptability when dealing with different people.

Announcement 1 :- Now, I request Professor Desai to introduce the programme to all the students present here.

Announcement 2 :- Thank you Sir. Now I request Dr. Jadhav Sir to felicitate the

chief guest for the 'Sports Day', Mr. Kamat. I request Dr. Jadhav to felicitate the chairperson of this programme. prior. Dr. H. V. Pawar.

Announcement 3:- Thank you everybody. Now I request all the dignitaries to occupy their seats.

I now move to the next event in the programme. It is always a feast to listen to a person who is not only a scholar but also an activist. We all are going to have this opportunity to listen to Mr. Kamat today. Now I take pleasure in inviting Prof. Chavan to introduce today's chief guest.

Announcement 4:- Thank you, Chavan Sir.

Announcement 5:- Thank you very much Sir, your scholarly speech has really enlightened us.

Announcement 6:- Now I request the chairperson of today's function prior. Dr. H. V. Pawar to present his views on today's programme.

Announcement 7:- Thank you Sir. You were so precise in your views. Your views are like guidelines for us and in the upcoming events will follow your suggestion.

Now I request Ms. Kulkarni to propose vote of thanks for this programme.

B.B.A. I

Dissemination of Education for Knowledge, Science and Culture

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur (Empowered Autonomous)

Department of English

Date: 21/03/2024


All the students of B.B.A. Part I are hereby informed that under **Continuous Internal Evaluation of AEC: Business Communication, Semester II-20 marks** (Online Test 10 marks + Home Assignment 10 Marks), **Home Assignment** need to be submitted as per the following guidelines on 26th March, 2024 during the lecture time. If you fail to submit the assignment, you will be responsible for your academic loss.


1. Students should write their assignment on A4 papers.
2. All questions are compulsory.
3. Mention your full name, roll no with class and division.
4. To ensure full marks, write neatly and clearly without any grammar errors and submit on time.

Questions:

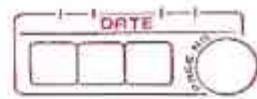
- 1) What is speech? Explain in detail types and modes of speech.
- 2) Discuss the characteristics of a good speech. What points should be kept in mind while drafting a speech?
- 3) What are the qualities of good speaker?
- 4) As the Secretary of a college association, prepare a welcome speech to be given on the occasion of the Inauguration of the Library Association in your college.

- 5) What is seminar? What are the advantages and disadvantages of seminar?
- 6) What is conference? What are the advantages and disadvantages of having conference?
- 7) Write a short notes on the topic given below:
 - a) The steps in preparing the speech
 - b) The important steps in conducting seminar
 - c) Types of conferences
 - d) Different stages of preparation for the interview
- 8) What are the common Dos that you have to follow and Don'ts that you have to avoid at the time of interview?
- 9) What are the techniques used in group discussion?
- 10) Write a letter applying for the post of Sales Executive advertised in the *Times of India* and prepare an appropriate CV.


Ms. K. R. Vhonkhande
Subject Teacher


Dr. Kavita Tiwade
Head, Dept. of English
Head
DEPARTMENT OF ENGLISH
VIVEKANANDA COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)

ASSIGNMENT



BUSINESS COMMUNICATION

Name: Prajwal Dinesh Raikar

Class: BBA-FY

Roll no: 9586

Q1. What is speech? Explain in detail types & modes of speech.

→ A speech is a talk given to a large audience. It is given on occasions like an anniversary, and inauguration or certain social occasion. The purpose of speech is usually to encourage, appreciate, congratulate, entertain, farewell or condolence. The tone should be conversational & cheerful or suitable to the event.

• Types of speech:

A Formal Speech:

A formal speech is usually a carefully prepared speech as it is delivered on some official occasions. The inauguration of the activities of associations, welcome & introduction, launching of new projects, meeting of shareholders or businessmen, press conferences, farewell & send-off, vote of thanks, condolence etc are examples of formal occasions.

• Modes of presenting speech:

1. Memorising the speech:

This method of delivery suits only to those who have a good memory. They can prepare speech in advance, phrase by phrase even gesture.

by gesture. This is a difficult as well as dangerous method because their minds may go blank after a few sentences.

2. Memorising points:

This method requires a good memory. The speaker memorises some points & elaborates & expands them as they go on speaking.

3. Brief notes:

This method is generally used by the persons with weak memories. The speaker prepares brief notes on slips of paper & speak with their help.

4. Reading the speech:

This is an accepted form of public speaking at seminars or conferences at which papers are read. Here speaker has to keep eye-contact with his audience while reading. This method is not suitable on other occasions because the audience come to hear you speak & not to hear you read.

B. Extempore Speech:

Extempore speeches are unprepared speeches. They are often improvisatory in style. Extempore speeches are also called as impromptu speeches. The speaker has to speak on the spur of the moment. It is more important in business organisations.

It is a necessary part of day-to-day communication. The modern business demands the fast pace at which one has to work, move around, talk and take decisions. It hardly gives any time for long preparation.

5. Show genuine interest in the audience:

We must consider the interest & inclinations of the audience then we can make extempore easily.

6. Use quotations & proverbs:

For extempore speech use of meaningful quotations, proverbs is important as well as helpful.

7. Use jokes & humorous anecdotes:

Everybody is interested in jokes & humorous anecdotes. They are easy to remember and very useful for extempore speech.

8. Make use of incidents in the lives of great men:

We read a lot about great men we remember -ex major incidents in their lives so it is easy to see their relevance to any situations. Use them in the extempore speech with a suitable references.

9. Size up the patience level of the audience:

Mood & patience level of audience must be considered. Audience do not like to tolerate the repetition of the events they know so we must be particular about what to say, when & ⁱⁿ what connection.

10. Get involved:

For successful extempore speech we must involved in the communication situation at the moment. At such moment the listeners are in the mood to receive what we say. Our speech must be light hearted & forceful with a sense of empathy with the listeners.

11. Be brief:

'Brevity is the soul of wit: the message in our extempore speech must be short & sweet.

Q2 Discuss the characteristics of a good speaker. What points should be kept in mind while drafting a speech?

→ Characteristics of a good speaker:

1. Speech should be clear:

Speech should be clear. It must convey the audience the message you want to express. Your ideas or emotions, facts & argument must be clear.

2. Speech should be brief:

Speech should not be longer. An average audience does not concentrate on the speech if it is lengthy. So it is better to include only a few points in your speech & elaborate them at certain length.

3. Speech should be interesting:

Use of quotations, anecdotes & humour make a speech interesting. Quotations should be only accepted from accepted authority. Anecdotes should be new, brief & good in taste. Humour should be topical, spontaneous & gentle.

4. Speech should be audience-oriented:

A good speech is always tuned to wavelength of audience. The form & style of the speech must suit to the interests of audience. The content & tone of speech depend on the nature of the audience. The size, age group & the status of audience be considered in speech.

5. Speech must be vivid & concrete:

Speech should include concrete facts, therefore it will be easy to comprehend & visualise.

6. Speech is like an informal talk:

It will create a perfect rapport between you & your audience.

* Important points while drafting a speech:

Q.3 What are the qualities of good speaker?

→ Qualities of good speaker are:

1. A good speaker is lively, interested, enthusiastic and vital. He is interested in the subject he wants to talk about & he takes pains to make the subject interesting to the audience.
2. A good speaker has a sense of responsibility to his listeners. He tries to say something worth the time being that is spent by his audience.
3. A good speaker is earnest. He studies the subject keenly & wants to express his view on it sincerely.
4. A good speaker has a sense of responsibility to others on the programme. Hence he takes enough time to that is allotted to him.
5. A good speaker has a sufficient or keen knowledge of his subject.
6. A good speaker has a sense of relationship.
7. A good speaker has enough or moderate confidence about himself, his knowledge & presentation.
8. A good speaker tries to be balanced.
9. A good speaker keeps his sense of humour.

Q 4 As the Secretary of a college association, prepare a welcome speech to be given on the occasion of the Inauguration of the Library Association in your college.

→ Ladies and Gentlemen,

On behalf of the Vivekanand College Association, it is my honor to extend a warm welcome to all of you gathered here today for the auspicious occasion of the inauguration of our library association. This is indeed a momentous day for us as we embark on a journey to foster a deeper appreciation for knowledge & learning within our college community.

A library is not just a collection of books; it is a treasure trove of wisdom, a sanctuary for the curious, & a haven for those who seek enlightenment. Today, as we inaugurate our library association, we reaffirm our commitment to promoting a culture of reading & intellectual exploration among our students, faculty, & staff.

Our library is not merely a repository of books but a vibrant hub of ideas, where minds converge, & perspectives are broadened. It is a place where students will find the tools they need to excel academically, where faculty will discover resources to enrich their teaching, & where everyone will find inspiration to fuel their intellectual pursuits.

As we stand on the threshold of his new chapter in our college's journey, let us remember the words of Jorge Luis Borges, who said, "I have always imagine that Paradise will be a kind of library." May our library association be a stepping stone towards creating a paradise of knowledge within our college community.

I extend my heartfelt gratitude to all those who have worked tirelessly to bring this vision of life, & I invite each one of you to join us in celebrating this momentous occasion. Together, let us embark on a journey of exploration, discovery & lifelong learning.

Thank you.

Q.5 what is seminar? what are the advantages and disadvantages of seminar.

→ A seminar is a meeting for exchanging information & holding discussions on a small scale. It is limited & formal in its nature. Therefore, more serious discussions are held in a seminar within a limited period. Every participant in a seminar is supposed to present a paper. Paper presentation is followed by a discussion on it in detail. Seminars are held for specialised people on specialised topics.

• Advantages of Seminar:

1. Effective communication is achieved:

There is face-to-face communication & immediate feedback. Discussion on the topic is made by many heads from their different points of views or angles. The purpose may be achieved soon.

2. Expert opinion can be obtained.

As the seminar is conducted for the specialised people. Hence discussion may arrive at proper conclusion.

3. Reactions can be obtained:

A seminar is organised on a specific theme & experts meet their opinions on it from their respective angles. As a result the opinions/reactions of experts on the theme can be obtained in seminar.

4. Improves relations:

Experts attending the seminar can be from different parts but they come together for a specific purpose. As they have a sense of participation & they come in contact with each other, relations are improved.

5. Poor knowledge of procedure:

Definite rules & procedure should be followed for meaningful seminar. If it is not done there will be aimless discussion & confusion.

6. Problem participants:

Dealing with problem participants is a difficult task. There are three types of problem participants.

a) The commentator:

He distracts attention by whispering side conversations during the discussion.

b) The monopolizer:

He doesn't allow others to speak.

c) The reticent:

He is shy & does not utter a single word. The chairman has to handle these three types of participants.

Q.6 What is conference? What are the advantages and disadvantages of having conference?

→ The word 'conference' has been derived from 'confer' that means to consult together, compare opinions, carry on a discussion by bringing together. So a conference is a getting together for a discussion or an exchange of views & information. It is an informal type of meeting. Organizations in private, government, non-government, academic, scientific sector hold conferences to have information up-to-date. In a large conference, the delegates representing various organizations meet to consider a problem & to recommend a joint course of action.

• Advantages of having conference:

1. They encourage exchange of ideas & opinions.
2. They bring out the many facets of a problem or situation.
3. They stimulate creative flow of ideas & pool knowledge & experience.
4. They provide valuable practice in analysing problem situations & help to solve them.
5. They help to promote public relations.
6. They enhance the prestige of the organisation convening the conferences.
7. They provide an opportunity for face-to-face communication, personal observation & conversation.

• Disadvantages of the Conferences:

1. Big conferences are highly expensive.
2. The conferences may ~~not~~ unconsciously be led into generalisations & specific problems may not be discussed at all.
3. Conferences may be dominated by a few vocal delegates who may project their own image but who may not contribute much to group thinking.
4. Some delegates may treat their participation in such conferences as pleasure trips & they may not take them seriously.
5. When conferences are held with subordinates, they might give the subordinates the impression that the management is unable to arrive at a decision on its own.
6. If a subordinate is called to a conference on a subject which is outside the his scope of experience it will make him feel frustrated & inadequate.
7. Sometimes when conferences are badly chaired they might result in complicating problems.

Q.7 Write a short note on the topic given below:

a) The steps in preparing the speech

→ A good speech appears to be spontaneous & effortless. But it needs a lot of planning & labour. The most important thing is to decide the topic & to get a required information about it; then to give a proper shape to the speech. The beginner should write down the whole speech including the address, the opening sentence & closing sentence.

• Steps in preparing the speech:

1. Style:

- The style of speech must be conversational.
- Use simple everyday words so that it could be understood easily.
- The tone of the speech should be informal provided that in a formality in official speaking.
- Repetition of phrase like 'you know' 'you see' should be avoided.
- Slang terms like 'dough' for money, 'grub' for food or colloquial phrase like 'chap' 'guy' 'man' should be avoided.

2. Style of Addressing:

- A speech is usually presented at an organised meeting.
- The meeting has a chairman, he must be addressed first, then the other members of the organisation presented on the platform should be addressed according to their order as they seniority.
- Get their names & titles in advance.
- The audience is addressed as 'Ladies & Gentlemen' (formal) or 'my colleagues' or 'friends' (informal).
- In condolence speech 'friends' is sufficient.

3 Plan of Speech:

a Opening/ Beginning:

- You may open your speech by greeting, self-introduction & expression of pleasure for opportunity to speak
- Build common bond between yourself & audience.
- Your confidence, friendliness & sincerity in words will set the tone of your speech & the audience attitude towards you
- Find comfortable sentences & practise them till you get their natural effect
eg: 1 let me express my gratitude..... for giving me the privilege of participating in.....

b Focusing attention:

- Focus attention on the central point of the task.
- You can use any of the device given below:
 1. Asking one or two questions. Questions make the audience think but answer is not expected
 2. Repeating statement of facts & figures.
 3. Using appropriate quotation or proverb

c Body of the presentation:

- The body of the speech should be devoted to discussion.
- It depends on the occasion & the objective of speech
- eg: the objective of inaugural is to encourage the participants or the objective of annual function is to felicitate or highlight achievements of participants

d The closing:

- The conclusion should summarise the main point
- It must leave a clear message in 3-4 sentences
- The purpose is to thank the organisers once again, to thank the audience for their attention.
- eg: Thank you for giving me this opportunity to spend a pleasure evening with you.
Thank you for giving me your time & attention

b) The important steps in conducting seminar

→ Usually the person who conducts or organises the seminar is called seminar director or seminar co-ordinator

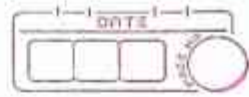
• Steps in conducting seminars:

A. Pre-seminar activities:

1. Draw a detailed plan of the seminar
2. Fix the objective of the seminar
3. Formulate the theme
4. Determine the lead speaker & identify participants
5. Select the venue & fix the date & time of seminar
6. If the seminar has more than one session, identify a chairman for each
7. Send the information of the seminar to all participants well in time either through a circular letter or through a brochure with a covering note.
8. Structure the communication properly stating the objective of the seminar & the arrangements that have been made for conducting it.
9. Make arrangement for board & lodging for the participants from other towns or cities.
10. Seating, audio-visual aids, zeron or cyclstyling facilities, stationery, blackboard, chalk, the pointer, public system, facilities for recording & note taking
11. Rapporteuring
12. Allocation of duties

B. At the time of seminar activities:

1. Co-ordinator welcomes the participants
2. Introduces the topic of seminar, the lead speaker & the chairman of the sessions
3. Briefly mentions the arrangements that have been made for the conduct of the discussion



4. Then the chairman holds the session. He makes introductory remarks delineating the scope of the topic of the session & then invites the lead speaker to begin his presentation.
5. The leadspeaker gives the background of the study he has made, the methods of investigation he had followed & the results or conclusions he has reached.
6. After his presentation chairman invites discussion. The focus should be on conclusions.
7. In the last session co-ordinator sums up the conclusion reached in individual sessions & states their significance.
8. Feedback forms are circulated among participants & get them duly filled in.
9. Co-ordinator proposes a vote of thanks. Here he acknowledges publicly his gratitude to persons who have helped to make the seminar a success.

c. Post Seminar activities:

After the seminar is over, get the post proceedings / conclusion cyclostyled or printed for circulation to participants.

You may send this document along with a letter of thanks.

c) Types of conferences:

→ The types of conferences can be divided from the point of view of communication i.e. internal communication & external communication.

• From the point of view of Internal communication

1. Informational conferences:

- At this conference the manager or the executive wants the participants in the conference to note & understand certain info that he wants to give them.
- This is a kind of downward communication.

2. Suggested solution conferences:

- At this conference a problem that faces the company is placed before the conference along with suggestions for solving the problem.
- The conference discuss the problem & ~~decide~~ ^{solution} contribute their own ideas.

3. Problem-solving conferences:

- At this conference the manager / executive welcome ideas & suggestions from the conferencees.
- Every conference has to voice his or her views on the problem.

4. Sales forecasting conferences:

- Sales manager organise conferences with their assistants & sales representatives to review the week's work.
- Such conferences may be held by advertising, research & pricing departments.

5. Conferences for training:

- A group of trainee officers or manager is exposed to the views & ideas of the leaders of conferences.
- Even top executive attend such conferences so that they may benefit by the experience & knowledge of their colleagues.

• From the point of view of external communication:

The businessman has to attend conferences with his dealers, suppliers, creditors & prospective customers. Informal conferences are also arranged by chambers of commerce & similar trading & financial bodies.

The success of any conference depends upon preparation of the delegates regarding the situation & competency of the chairman who can draw a substantial contribution from all the delegates.

d) Different stages of preparation for the interview.

→ There are 5 stages of preparation for the interview they are:

1. Teabreaker

- Greetings
- First Impressions
- Small Talk

2. Personal Qualifications & Interest in Position,

- Abilities, skills & work experience.
- Accomplishments & Activities.
- Goals.

3. Organization & Position:

- Employees may test your knowledge of the company.

"Why do you want to work for this company?"

"What do you know about this department?"

- Other general questions regarding the company or the job.

"What is your geographic preference?"

"Are you willing to relocate?"

4. Candidate Questions:

- Your chance to ask questions about job.

"What types of ^{on} the job training do you provide?"

"What makes your company different from its competitors?"

5. Close & Follow-Up:

- Find out who makes next move.
- Thank the interview for their time.
- Evaluate your performance.
- Send a thank you note within 24 hours.

Q.8. What are the common Do's that you have to follow & Don'ts that you have to avoid at the time of interview?

→ Do's at the time of interview:

- Walk in smartly & cheerfully from the entrance to the interview table.
- Maintain a moderate eye contact with members while they ask questions.
- Show your full concentration towards interviewers.
- Modulate your voice so that your reply will be audible to every member of interview board.
- Answer questions passed to you concisely & precisely.
- Be brief. Long-winding explanation can only consume time & bore the interviewer.
- Show team spirit, cooperation, organisation skill, strength of character & above all a strong decision making ability.
- Look sharp & energetic.
- Keep the interviewer's attention & interest in you.
- Be with a cheerful disposition & a pleasant countenance which hold the interviewer's interest throughout the interview.
- Seek clarification to questions you do not understand. You can do it in a polite manner by asking "Excuse me/ Pardon me sir", "Will you please repeat the questions?"
- You must make sure that you are punctual. You must report at the venue of the interview at least half an hour before the schedule time of interview.
- Be polite to everyone you meet, both before & after the interview.
- A soft pleasing expression with a hint of a smile enhances your personality.

Do's at the time of interview:

- Do not slouch in your chair in a relaxed manner.
- Do not try to approach too close to interviewers.
- Do not put your hands & fumble with your pockets.
- Do not place your hands or fingers over your mouth when you speak.
- Do not lean back in the chair.
- Do not scratch yourself or touch your hair or your face.
- Never raise your voice to speak in a hushed tone.
- Do not rush to answer; speak distinctly in your normal accent & pause to make your point effectively.
- Do not make any awkward movements - scratching an ear or nose, moving hands awkwardly.
- Do not prepare for the interview up to late night.
- Do not get nervous, adopt breathing exercises to reduce excitement & uncertainty.
- Do not linger in the past. If you have failed in an interview, it does not mean that you will not succeed this time.
- Do not accept tea or coffee even if it is offered during the interview, politely decline the offer.
- Do not be nervous if you don't know the answer of a question. Confess it frankly "I am afraid", "I haven't come across that piece of information sir."
- Do not ask about salary during an interview unless & until the interviewers ask about it. You may ask about salary range only after interview interactions.

Q9 What are the techniques used in group discussion?

→ The techniques used in Group discussion are as follows:

1. Initiating the Group Discussion:

- To initiate a discussion means to open the discussion.
- When you initiate a group discussion, you take the opportunity to speak as well as to catch the attention of the group members.
- It is your first impression that will help you.
- The most important thing you have to keep in mind is to speak clearly & freely.

2. Inviting comments or Eliciting opinions:

- As a group leader, you have to invite group members to participate or share their views after the declaration of a topic.
- It is a golden opportunity for you to show your leadership qualities.

3. Expressing Agreement and Disagreement:

- Agreement & disagreement are inseparable expressions in group discussion.
- During the course of group discussion, you may agree with a statement, suggestion, solution etc or sometimes disagree with it.
- When you agree with a specific view, be firm in your opinion.

4. Intervening or Breaking into the Discussion:

- Sometimes the group discussion reaches the highest point when all the members are fully engaged in it.

- But as a group leader, you have to break into it due to various reasons.
- Your role is not only of a listener, so you have to grab an opportunity to share your own views also

5 Making suggestions / Accepting or refusing suggestions.

- Group discussion involves exchange of views, thoughts & suggestions.
- In the course of time, you may not like someone's views & opinions & you would like to make counter proposals.
- Sometimes you accept the suggestions made by others but you may have doubts.
- You may have to express your objections politely & seek clarification.



Q10 Write a letter applying for the post of sales executive advertised in the Times of India and prepare an appropriate CV.

Priyanshu Dinesh Patil
1493 'B' ward
Mangalwar Peth,
Kolhapur - 416 012

March 11, 2024

The manager
Hera Honda Ltd.
MIDC, Shivoli,
Kolhapur

Subject: Application for the position sales Executive.

Respected Sir,

With reference to your advertisement in (The Times of India) dated March 9th 2024, I wish to apply for sales executive in your company.

I am a BBA graduate from Vivekanand College, Kolhapur. After completing my graduation, I have worked as manager in a couple of firms. I have also completed my MS-CIT. I know English, Marathi & Hindi languages.

My resume is enclosed for your consideration. I wish to make my career in administration. I assure you that I will make every possible effort for the growth of the organization.

I am confident for this position,

I am confident that my skills and experience make me a strong candidate for this position & I am eager to discuss how my ~~bag~~ background skills & enthusiasms align with the goal of Hero Honda company. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Yours faithfully

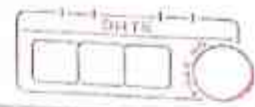
Pankaj

(Pankaj Dinesh Raitkar)

Encl: Resume

: Certificate of Graduation

: Certificate of MS-CIT.



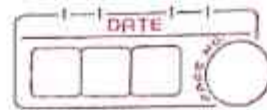
Curriculum Vitae (CV)

• Personal Data

- Name : Pranjal Dinesh Raikas
- Address : Mangalwar Peth, Kolhapur
- Phone no : 9405356958
- Email ID : pranjalraikas.225@gmail.com
- Date of Birth : 06-10-2005
- Age : 19 years
- Gender : Female
- Marital status : Single
- Nationality : India
- Languages known : English, Marathi & Hindi

• Academic Qualifications:

Exam Degree	Board University	School / college name	Percentage	Year of passing
BBA	Shivaji University Kolhapur	Vivekanand college, Kolhapur	75%	2024
HSC	Maharashtra State Board	DRK college of commerce	75%	2023
SSC	State Government	NMES Kolhapur	89%	2019



• Work Experience:

Period	Company name	Position	Nature of Duties
August 2023 to July 2024	Prajay Hindware	H.R. Manager	Hiring, Interviewing, Recruiting new employee, well being of employee & work environment
August 2024 onwards	Vipra	Manager	Management

• Project : Internship program project for
MOSCON 2023 with Bluebox company.

• Interest & Hobbies : Travelling, Dancing, Drawing,
Innovative small businesses.

• References : Mr. Prithviraj S. Mithaxi
Manager, Hindware Co. Ltd
Contact: 9822059461
Email: prithvirajmithaxi12@gmail.com

• Declaration :
I hereby declare that the details mentioned
above are true and correct to the best of my
knowledge.

Date : 29 March 2024

Place : Kolhapur

Rajka

(Pranjal D. Raikar)