

① Project Director for SLV-III :-

He was the Project Director for India's first indigenous satellite launch vehicle, SLV-III, which was a significant step in India's space program.

② Integrated Guided Missile Development Programme (IGMDP) :-

Kalam conceived and led the IGMDP, a program that developed multiple successful missiles.

③ Development of other missiles:-

Under the IGMDP, he also contributed to the development of Trishul, Atmash, and Nag missiles.

④ Development of Agni and Prithvi Missiles:-

He played a major role in the development and operationalization of the Agni and Prithvi missiles, crucial for India's defense capabilities.

⑤ Chief Scientific Advisor and DRDO Secretary:-

He served as the Chief Scientific Advisor to the Prime Minister and secretary of the DRDO, further solidifying his influence on India's defense and space programs.

⑥ Pokhran-II Nuclear Tests

He played a key organizational, political, and technical role in the Pokhran-II nuclear tests in 1998.

⑦ Contribution to India's first indigenous hovercraft

He was involved in the development of India's first indigenous hovercraft.

⑧ INCO-SPAR committee

He was a member of the INCO-SPAR committee, which played a crucial role in developing India's space program.

⑨ Ballistic Missile Project

He was involved in the development of India's ballistic missile projects.

⑩ Launch Vehicles

He contributed significantly to the development of launch vehicle technology.

He used the technology to develop the Agni series of missiles.

WRITING

(GUIDED WRITING)

sample #1 importance of moral values at work place

Honest - kind - sense of control - with everyone equally -
imbibing good qualities - good moral character -
looked down by the society - conviction to follow -
strong willed - interviewers - job interviews fair
change - employees - special attention - selecting
employee - unfortunately - not much importance -
moral values - growing competition - degradation
of moral values - people - do not heritage to lie -
deceive - spoil work environment - deserving employees
lead a lifetime on the same position - immoral
practices reach on the top.

- - - Importance of moral values at work place - - - -

Moral values include being honest, kind, showing respect to others, having a sense of self control, treating everyone equally and imbuing other such good qualities. A person possessing such qualities is known to bear a good moral character. On the other hand, those who do not possess such qualities are looked down upon by the society.

It requires conviction to follow good habits and imbibe moral values. Not every individual is as strong willed to follow these habits. However, we must try to imbibe them.

People look forward to individuals with good moral values. One of the things that the interviewer examines during a job interview is whether the prospective employee bears good moral values. Besides the basic moral values, every organization has a defined ethical code of conduct that the employees are expected to follow. An organization with disciplined employees who possess good moral values are respected and regarded. There is less corruption and everyone gets a fair chance to learn and grow in such an environment. This is the reason why employers give special attention to this quality while selecting an employee.

However, unfortunately, the youth today does not give much importance to the moral values. The growing competition these days is one of the reasons for the degradation of these values. In an attempt to grow professionally, people do not hesitate to lie, deceive and use other unethical and immoral practices. Finally, I would say that our society needs more individuals that possess good moral values in order to grow and develop the right way.

READINGPoem "IF" by Rudyard Kipling

If you can keep your head when
all about you are losing theirs and blaming it on you,
If you can trust yourself when all men
doubt you,
But make allowance for their doubting too;
If you can wait and not be tired by waiting
or being lied about, don't deal in lies,
Or being hated, don't give way to hating,
And yet don't look too good, nor talk too
wise:

If you can dream - and not make dreams
your master;

If you can think - and not make thoughts your
aim;

If you can meet with Triumph and Disaster
And treat those two impostors just the same;
If you can bear to hear the truth you've
spoken

Twisted by knaves you gave your life to, broken,
Twisted by knaves to make a trap for fools,
Or watch the things you gave your life to,
broken.
And stoop and build 'em up with worn-out
tools:

If you can make one heap of all your
winning's, and甥 but did it right

And risk it on one turn of pitch-and-toss,
And lose, and start again at your beginning,
And never breathe a word about your loss;

If you can force your heart and nerve and
sineus

To Taints

To serve your turn long after it's nothing
anyone

To serve your turn long after they are gone,
And so hold on when there is nothing in you
Except the will which says to them: "Hollow!"

If you can talk with crowds and keep
your virtue,

Or walk with kings - nor lose the common

If neither foes nor loving friends can hurt you,

If all men count with you, but none too

If you can fill the unforgiving minute
With sixty seconds' worth of distance run,
Yours is the Earth and everything that's in it,
And - which is more - you'll be a Man, my son!

Vocabulary

20/2/15

Root words , Prefix & Suffixes

Prefix

unemployment

root suffix

dis agree able
pre root suff

un comfort able
pre root suff

Articles Prepositions & Determiners

a, an, the at, to, st
for about
above, under
beneath
in from

that, there, those
few, many, several
each, some, any
much, our, your
both, my, their
either, for neither - nor.

Homographs

Address - Address

Band - Band

Lead - Lead

Bye - Bye

Fair - Fair

Homophones

same sounds

*Pair - pear

Sea - sea

night - knight

coarse - course

to - two, too

Sent - scent, cent

bored - board.

Homographs

minute - minute

derest - drest

Tear - Tear

wind - wind

read - Read.

2/6/25

LETTER WRITING

SAMPLE :- 2 COMPLAINT LETTER

BLOCKED FORMAT

XXXXX
House no 2-87/8/9/1
Road no 12
XYZ colony
Hinayathnagar
Hyderabad - 500024

} Sender's Address

6/02/2019 } Date

The Manager
XYZ enterprises
Road no 12
ABC Nagar
Nampally
Hyderabad - 500024

} Receiver's Address

Sir/Madam } Salutation

Sub:- Complain regarding defective XXXX working
Machine purchased at Electronics world on
15 June 2018

Subject line

TO TINU

I bought an xxx working machine of capacity 6.8 kg with top load from an authorized dealer, Electronics World on 15 June 2018. After about 06 months, it stopped working. When I informed this to the dealer, he got it checked and told me that motor unit is completely burnt out beyond repair. Since the machine has a guarantee of 03 years, I asked him to replace it. But no action has been taken after several reminders from me.

Hence I bring this situation to your attention as you have good reputation in Indian markets. I believe I would get a quick response from you and get it replaced through the local dealer.

I have enclosed the copies of cash memo and guarantee card.

Thank you in advance.

Sincerely Yours

Signature

Name

Encl.

1. copy of cash memo

2. copy of guarantee card

→ closing line

complementary close

UNIT -4

POEM:- THE ROAD NOT TAKEN

- ROBERT RHOADES



Two roads diverged in a yellow wood,
And sorry I could not travel both
And be one traveler, long I stood
And looked down one as far
as I could
To where it bent in the
undergrowth;

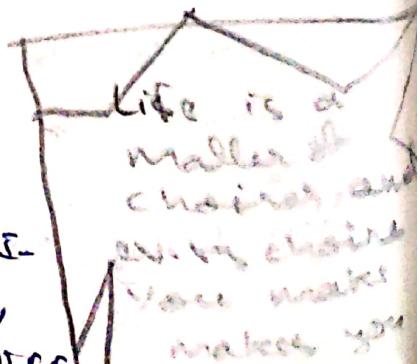
Then took the other, as just as fair,
And having perhaps the better claim,
Because it was grassy and wanted wear,
Though as for that the passing there
Had worn them really about the same,



And both that morning equally lay
In leaves no step had trodden black.
Oh, I kept the first for another day!
Yet tarrying how way leads onto
ways,

I doubted if I should ever come
back.

I shall be telling this with a sigh
Somewhere ages and ages hence;
Two roads diverged in a wood, and I—
I took the one less traveled by,
And that has made all the difference.



REPORT WRITING

DEFINITION:-

Report writing is a formal style of writing elaborately on a topic. The tone of reporting is always formal. Reports can be academic, technical or business related, and feature recommendations for specific actions. For example - report writing about a school event, report writing about a business case, etc.

Report are written to present facts about a situation, project or process and will define and analyze the issue. Reports convey observations to a specific audience in a clear and to the point manner.

Features of good Report Writing

- It has a clear thought.
- It is complete & self-explanatory.
- It is comprehensive but compact.
- It is accurate in all aspects.
- It has suitable format for readers.
- It supports facts & is factual.
- It has an impersonal style.
- It has proper date & signature.

- It has a reference to relevant details.
- It follows an ~~imperialized~~ approach.

I Abstract:

With reference to the fire accident that took place a couple of days ago in our company workshop, the following report is submitted after a thorough analysis of the facts.

II INTRODUCTION

On the 25th February 2018, a fire broke out around 02:00pm in the workshop adjacent to Sales department of our company. It represented a tragic fire accident caused by short circuit. It spread so quickly that it engulfed a vast area consuming a large number of tools and other materials which is kept in the store room of the workshop. Technicians who were in the workshop escaped with minor injuries.

III DESCRIPTION:-

Upon investigations, it was found that there was a short circuit in the main line. In addition, it was found that the wires were worn out and needed replacement. As all the fittings in the rooms were in operation the fire spread very fast. It is estimated.

that the fire accident caused damage to the equipments worth so lakhs.

CONCLUSION

In order to avert or overcome such mishaps in future, the following precautions are recommended.

1. The worn out wiring should be immediately replaced and checked at regular intervals for leakages.
2. It is extremely necessary to install more fire extinguishers at various points.
3. Proper fuses must be installed to avoid the excess flow of current.
4. Employees should be trained to handle the electric components safely along with fire extinguishers.

If the above measures are implemented faithfully, such accidents can be prevented in future and thereby great loss to property and human can be averted.

SAMPLE REPORT

A Report About Two Day Technical Fest Held
At XYZ Engineering College

I. TITLE PAGE

A REPORT ABOUT TWO DAY TECHNICAL FEST
HELD AT XYZ ENGINEERING COLLEGE.

PREPARED BY:-

NAME :- XXXXX

BRANCH :- XXXX

ROLL NO. :- XXXX

PREPARED FOR

THE PRINCIPAL

ABC ENGINEERING COLLEGE

HYDERABAD

HYDERABAD

DATE OF SUBMISSION

20TH

FEBRUARY, 2019,