

More Practice

1. Consider yourself as the Secretary of Fusion India Limited, 23 Sajjan Road, New Delhi. Draft a notice, agenda and minutes of the Director's meeting.
2. As the Secretary of the Organising Committee of the National Science Congress, present a copy of the notice, agenda and minutes for the first meeting held at No 11, Lake View Apartments, Lodi Road, Kolkatta.

C.3 ELECTRONIC MAIL (EMAIL)

Electronic mail, most commonly referred to as email or e-mail since approximately 1993, is a method of exchanging digital messages from an author to one or more recipients. Modern email operates across the Internet or other computer networks.

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Email etiquette

Tips

1. Have separate email ids for personal and professional use.
2. See that you mention the issue on the subject line in order that the reader can prioritise and decide whether he wants to read the email then or whether he would like to come back to it later.

3. It is very important to be brief and concise. Pleasantries can be avoided but the tone must be respectful.
4. Do not use capitals unnecessarily as it is considered to be the equivalent of shouting in spoken language.
5. Bullet points aid in better focus on points.
6. While replying it is better to use the reply mode so that all the points raised in the letter can be looked into and addressed.

Sample: Email

To : all boardmembers@narmadha.co

Cc: ceo@narmadha.com

Subject : Board Meeting

Dear Sir/Madam

This is to inform you that the fourth meeting of the Board of Directors of the company will be held at the registered office of the company at 36, Mothilal Street, Gurgaon at 5.00 p.m. on Monday, 12 July 2013.

The agenda is as follows:

AGENDA

- 4.1. Review of previous meeting
- 4.2. Proposal to start a new unit
- 4.3. Salary Revision
- 4.4. Conduct of the next meeting
- 4.5. Any other matter

S. R. Raghavan
(The Secretary)

D. 1 For Practice

- a. What is the tone of the song? Joyous? Sad? Desperate?.....?
Why do you say so? What words or lines make you feel that way?
- b. Prepare a write up on the contents of the poem.
- c. Summarize the main points of environment destruction that MJ sings of.
- d. Add a paragraph on how it affects you.

D. 2 Note making

Explosion of knowledge in today's world manifests itself in many forms. As engineers, architects and technologists of the future one has to deduct

knowledge from varied sources like media, books and computers. Note taking and note making are essential tools that facilitate easy absorption of information from a lecture or text.

What is to be noted?

A general understanding of the text aids to form the focus of the reading. Read the text twice slowly and carefully. Understand the crux and proceed on to the next vital step of sifting out the wanted information from the unwanted.

Frame out a definite idea of the way the essence of the text to be understood and registered in the form of notes. Identifying the relevant and significant information from a wide range of information is the most integral and indelible part of note making

Steps involved in note making

Note making involves identification and representation of major and supporting idea in the following format (Table 2.1):

1. Major Idea

1.1. Supporting Idea.

1.1.1. Sub Supporting Idea.

2. Major Idea

2.1 Supporting Idea.

2.1.1. Sub Supporting Idea.

3. Major Idea

3.1 Supporting Idea

3.1.1. Sub Supporting Idea

Table 2.1 Steps involved in note making

Step I	Identify the important striking points from the given passage and list them separately.
Step II	<p>Formulate MAJOR IDEAS from the spotted striking points.</p> <p>If you have identified the sentence, "There are various types of pollution" as one of the striking points then the major idea could be framed like this:</p> <p>Types of Pollution</p>
Step III	<p>Identify the supporting ideas, the ideas that elaborate and support the major idea.</p> <p>The sentence patterns of the supporting ideas should not be complete and be in the form of hints. For instance, you should not write the complete sentence, "air pollution is one of the types of the pollution" as a supporting idea. Instead you should write like this:</p> <p>1. Types of Pollution</p> <p>1.1. air pollution</p> <p>Supporting ideas could further be supported by sub supporting ideas like the following</p> <p>1. Types of Pollution</p> <p>1.1. air pollution</p> <p>1.1.1. causes respiratory diseases</p>
Step IV	<p>Use abbreviations in writing the supporting ideas and it should be mentioned at the end of the note making with the proper explanation.</p> <p>Abbreviations: Eng. - English</p> <p>Spl. - special</p>
Step V	Check if all the relevant information are represented in the notes