

Expt. No. 01 Date:

Title Prepare letter of Application to..

① Application for leave :

To,
The Principal,
Z.B. Patil College, Dhule
Date -

Subject: One day leave application letter for..

Dear Sir,

I am student of your college in FYBCA (SEM-I) class. Actually, I have to go with my family to visit my grandmother at her place due to some urgent piece of work. It is not possible for me to attend the college tomorrow. Therefore, kindly grant me leave for one day. I shall be really thankful to you for this kind act.

Thanking You,

Yours Faithfully,
XYZ, FYBCA

e

Application for delay in payment of Fee:

To,

The Principal,

Z.B. Patil college, Dhule

Pin code 424001

Date - 3 Feb, 2020

Subject: Delay in a payment of Fee.

Respected Sir,

With due regret, I would like to intimate your good self that the quarterly fees for the third will be delayed as my father has met with an accident and he is hospitalized. His medical expenses will be quite high the entire family of my which constitute of one brother and sister is dependant on mother's income. I would like to request to you on compassionate grant to allow me to attend the classes and fees will be paid within one month.

Thanking You, for your expected Consideration.

Yours Faithful

XY2

Class: FYBCA

Roll No. 00

Application for issuing Bonafide Certificate:

To,

The Principal,

2.B. Patil College, Dhule

Date - 3 Mar. 2020

Subject: Request for issuance of
Bonafide Certificate.

Respected Sir,

I am Yashodip Chandrashekhar Jain and I have been students of this college since, 2019. In BCA course. I am in a need of a Bonafide certificate as a proof of my educational institution pursue my travelling daily up-down pass. kindly provide me with the Bonafide Certificate. I will be very thankful to you.

Yours Truly,

XY2

BCA - 14086

Expt. No. 02 Date:

Title Prepare a Notice

On the occasion of Diwali your housing society has plan for feast for all its member. As the chairman of your society write a notice to inviting member of society to this gathering. provide all necessary details.

XY2 Co-operative Housing society

NOTICE

11th Nov, 2020

Diwali Gathering

On the auspicious occasion of diwali, the society has organise a gathering followed by dinner. All members of the society are requested to attend the event in the club house of society at 8:00 PM on 13th Nov, 2020.

ABC,

Chairman of XY2 Co-operative Housing society.

You are Manish, the head boy of XY2 international school. You are school soon going to published the annual magazines next month. Write a notice for Notice board of your school inviting students to submit their write-ups.

XY2 International School

NOTICE

3 Mar, 2020

Call for submission

The next month our school going to published our own annual magazine. The students who are interested to submit their write-ups, should be only on the social subject. The write-ups will take between 4 Mar, 2020 to 20 Mar 2020. Late write-ups are not to be accepted. For further enquiry and submit your name to your respected teacher.

Manish,

The head boy of XY2 International School.

Expt. No. 03 Date: _____
Title Prepare a memo

Memorandum: Memorandum is also called memo. In technical writing, it is used to communicate information among the staff member of an organisation. Memo is of two types-

- 1) A reminder.
- 2) A strict disciplinary action.

Format of Memo:

Sender's Address		
Ph: _____	Fax: _____	E-mail: _____
Code No. _____	Date: _____	
Memorandum		
To: _____		
From: _____		
CC: _____		
Sub: _____		
_____ _____ _____ _____ (body)		
Sd/- (XYZ) Stamp		

Write a memo to the accounting department asking them to attend training learn about the new software the company has adopted.

MEMORANDUM

To: All Employees of Accounting Department
From: Mr. XYZ, Head of Accounts.

cc: Ms. ABC

Date: 4 Mar, 2020

Subject: Compulsary Training to the new software.

As you are all aware, we have recently adopted new accounting software at company, the decision was taken to improve our accounting process.

A training seminar will be held on 15th Mar, 2020 at 9:00 am to familiarise the staff with new software. This is done to make transition between the software as easy as possible. All employees of the department are required to attend the training.

Expt. No. 04 Date:

Title Prepare a circular

2.B. Patil College of Engg. & Poly.

110, MG Road, Mumbai - 400005

Ph:

Fax:

E-mail:

Code No.:

Date:

CIRCULAR

We all know about the riot & no. of victims in Ahmedabad. There is a call for blood donation all over India. Blood donation is noble cause with the permission from our principle. I call you to donate blood for the riot victims in Ahmedabad. As the General Secretary of student's council. I will be very happy if you come forward in great numbers.

Date: 10th Mar, 2020

Time: 10:00am to 5:00 pm

Venue: Registration office,

Sd/-

(XYZ)

General Secretary,
Student Council.

2.B. Patil College of
Engg. & Poly, Mumbai

XY2 Company

Circular NO. _____

4 Mar, 2020

**Revised Working Hours
All Employees of XY2 Ltd.**

This is to inform all employees there will be change in working hours of the organisation effective immediately. As you know, we now do not function on any Saturday since last month. So, we only have five working days in a week, a revision in the working days was necessary to insure quality of work doesn't suffer. Hence, one hour will be added to the previous nine hours work day. The revised working hours will be as follows:

- Working Days - Monday to Friday (Except Holiday)
- Working Hours - 8:30am to 6:30pm

(These hours will include the one hour lunch break.).

All employees are requested to note these new and revised timings. These timings are effectively immediately from 8 Mar, 2020. Punctuality to the new timing are requested. Please contact the HR Department or your manager for any queries you may have.

ABC, CEO of XY2 Ltd.

Class ETICA Batch _____ Roll No. 19
Expt. No. 05 Date: _____
Title Create an E-mail.

Create an E-mail:-

E-mail:

Electronic or e-mail is the most frequently used service on Internet.

Why use e-mail:

- ① You can send a message anytime, anywhere.
- ② You can send message to several peoples at same time.
- ③ You can forward information to co-workers without retying it.
- ④ You can save time, electronic mail (e-mail) is fast, usually taking no more than few minutes to be received.
- ⑤ You can send message around the world as easily as to co-workers in next office.
- ⑥ You can E-mail Electronic documents and recipients can them edit & return revised versions.

E-mail Address:

An e-mail address identifies a location to which e-mail message can be delivered. An e-mail address on the morderm Internet looks like for eg: smith@example.com and is usudly read as 'smith at example dot com'.

Most e-mail an intermnet uses the simple mail transfer protocol (SMTP). E-mail address, such as smith@example.com have two parts. The part of before the @ sign is the local part of address often username of receiptor and part after @ sign is domain

which is hostname where the e-mail will be send. The hostname is looked up in domain name system to find main exchanges accepting e-mail for address.

Compose E-mail:

Via your webmail e-mail account, you can send mail to any mailbox account on internet.

How to send E-mail via Web-mail:-

1) Login to your account.

2) Click compose mail on navigation box. The compose page is the page on which you write address your outgoing e-mail message.

3) Fill the header information-

To - Type the recipient e-mail address. (For multiple recipient use comma between address).

CC - Type in any recipient address. A copy of email address will be send to them.

* BCC - Type in any recipient address that you would like to send copy to without the other recipient knowledge.

* Subject - Type the subject of message.

4) Type your message in the area provided.

5) If required, click the attachment to upload files for outgoing e-mail message.

6) Click the send mail button on top or bottom of screen.

Sending Files as Attachment:-

1) Click Attach-

The attachment area will be opened in new window.

2) Click Browse and search for file you wish to attach.

③ Press the attach button and File name will appear in attachment list and if you want to remove attachment press the remove button.

④ Press the 'Ok' button to return to compose window.

Expt. No. 06 Date:
Title Prepare Return Report

Report on cleanliness Drive week.

Date : 5 Mar, 2020.

Day : Thursday.

Time : 8:30 am.

Venue: College Campus.

Cleanliness has great respect in our college. So, there was drive during the week from 27 Feb, 2020 to 5 Mar, 2020, where everyone participated very actively. The week was inaugurated by hands of chief medical officer, PCMC. He said that it will really help the people to be clean & keep our surrounding. During the week students were very busy in cleaning the classes & surrounding along with their self. All prove that if we are clean no sickness can attack us or we shall not fall sick anytime.

The cleanliness week ended with the closing ceremony by Ms. Kalpna Mahale. She appreciated the students for their good works of cleaning & being a good example to other school around. She gave away the prize of Best Clean class as well as cleanest student Award. The function ended with National Anthem.

xpt. No. 07 Date:

the Prepare Grammar Worksheet -

Punctuation Marks.

Comma (,) :-

A comma marks a slight break between different parts of a sentence. There are four common occasions on which commas are necessary.

- eg; ① The flag was red, white and blue.
② As we ~~has~~ had dinner, Ram came.

Semi-colon (;) :-

The semicolon is most commonly used to mark a break that is stronger than a comma but not as final as a full stop (.). It is used between two main clauses that balance each other and are too closely linked to be made into a separate sentence.

- eg; ① The film was a critical success; it leads actors who are particularly praised.
② She didn't see the other car coming; now her car has a huge deal.

Colon (:) :-

The colon is a punctuation mark consisting of two equally sized dots centered on the same vertical line. A colon precedes an explanation or an enumeration or list.

- There two little dots have three main uses-
1> Between two main clauses in cases where the second clause explains or follows from the first
2> To introduce a list
3> Before a quotation & sometimes before

- eg: ① The headline read: 'Taxi driver battles gangster.'
② That is the secret of my extraordinary.

Apostrophe (') :-

An apostrophe is the mark when it is written to indicate that once or more letters have been left out of a word, as in 'isn't' & 'we'll'. There are 2 main clauses where apostrophe are used.

- eg: ① There These is ram's bag.
② I don't know.

Hyphen (-) :-

The hyphen is punctuation mark used to join words & to separate syllables of a single word. The use of hyphens is called hyphenation. The hyphen should get not be confused with dashes which are longer & have different uses, or with the minus sign, which is also longer in some context.

eg:-

- ① There are some beautiful-looking flower in the garden.
② Fact-Acting medication can be useful when one has a headache.
③ A well-known local singer will perform tonight.

Dash (—) :-

We use dash to mark off information that is not essential to understanding of the rest of the sentence.

eg:

- ① The flight from Africa - America is long.
② The team won the game is - in.
③ Mom needs four things at the store - butter, milk, flour & bread.

⑦ period (.) :-

A period is a full stop. It is punctuation mark at the end of a sentence. It shows that the sentence has finished.

eg: ① lock the door behind you.

② I have something to ask you.

③ My dog retrieves the paper for me each morning.

⑧ Question Mark (?) :-

The question mark is a punctuation mark that indicates an interrogative clause in many languages. The question mark is not used for indirect questions.

eg:

① What did you think of the movie?

② Did you ever read hamlet?

③ Who is responsible for traffic safety?

⑨ Quotation Mark (") / ("") :-

Quotation marks, also known as quotes, are punctuation mark used in pairs in various writing systems to set off direct speech, a quotation.

eg:

① "What would you do," I asked, if money didn't matter?"

② The king shouted, "let the games begin"!

⑩ Exclamation Mark (!) :-

The exclamation mark, also sometimes referred to as the exclamation point. This exclamation mark usually used after an interjection to indicate strong feelings or high volume, or to show emphasis and often marks the end of a sentence.

- eg: ① "Get off my lawn!"
② "I've had it with your lies!"
③ What is wrong with you!

⑪ Ellipsis (...):-

An ellipsis is a punctuation mark consisting of 3 dots. Use an ellipsis when omitting a word, phrase, line, paragraph or more from a quoted passage.

eg:

- ① "After school I went to her house
and then came home".
② I never thought...

Expt. No. 08 Date:

Title Prepare Grammar Worksheet: Tense

Simple Present Tense:

Formula - $S + V_1 + O + C$

eg: ① I go.

② She goes.

Negative Sentence:

Formula - $S + do / does + not + V_1 + O$.

eg: ① I do not go.

② She does not go.

Question:

Formula - $Do / Does + S + V_1 + O ?$

eg: ① Does she go?

Wh-question:

Formula - $Wh + do / does + S + V_1 + O ?$

eg: ① How does Ram eat mango?

Simple Past Tense:

Formula - $S + V_2 + O + C$.

eg: ① I came.

② She went.

Negative Sentence:

Formula - $S + did + not + V_1 + O$.

eg: ① We did not dance.

Question:

Formula - $Did + S + V_1 + O ?$

eg: ① Did we dance?

- Wh-question:

Formula - Wh + did + s + V1 + O?

eg: ① Where did we dance?

3> Simple Future Tense:

Formula - s + will + V1 + O

eg: ① I will dance.

② She will go.

- Negative Sentence:

Formula - s + will/shall not + V1 + O.

eg: ① I will not go.

- Question:

Formula - Will/shall + s + V1 + O?

eg: ① Will I go?

- Wh-question:

Formula - Wh + will/shall + s + V1 + O?

eg: ① What will she eat?

4> Present Perfect Tense:

Formula - s + have/has + V3 + O + C.

eg: ① Ram has put book on the table.

② Radha has gone to America.

- Negative Sentence:

Formula - s + have/has not + V3 + O + C.

eg: ① Radha has not gone to America.

- Question:

Formula - have/has + s + V3 + O + C?

eg: ① Has Radha gone to America?

- Wh-question:

Formula -

eg: ① Where has Radha gone?

67 Past Perfect Tense:-

Formula- $s + had + V_3 + O + C$.

eg: ① 10 years ago, I had met to grandmother.

- Negative sentence:

Formula- $s + had + not + V_3 + O + C$.

eg: ① I had not met to grandmother.

- Question:

Formula- $Had + s + V_3 + O + C?$

eg: ① Had I met to grandmother?

- Wh-question:

Formula- $Wh + had + s + V_3 + O + C?$

eg: ① When had Ram met to grandmother?

68 Future Perfect Tense:-

Formula- $s + will + have + V_3 + O + C$.

eg: ① I will have done, this task in the next month.

- Negative Sentence:

Formula- $s + will + not + have + V_3 + O + C$.

eg: ① He will not have built this home in Dec
December 2001.

- Question:

Formula- $will + s + have + V_3 + O + C?$

eg: ① Will he have built this home in
Dec December 2001?

- Wh-question:

Formula- $Wh + will + s + have + V_3 + O + C?$

eg: ① Where will you have gone in the

7) Present Continuous Tense:

Formula - s + am/is/are + v + ing + o + c.

eg: ① Radha is dancing on the stage.

- Negative Sentence:

Formula - s + am/is/are + not + v + ing + o + c.

eg: ① Radha is not dancing on the stage.

- Question:

Formula - Am/Is/Are + s + v + ing + o + c?

eg: ① Is Radha dancing on the stage?

- Wh-question:

Formula - Wh + am/is/are + s + v + ing + o + c?

eg: ① Where is Radha dancing?

8) Past Continuous Tense:

Formula - s + was/were + v + ing + o + c.

eg: ① Ram was going to pune while he saw tiger.

- Negative Sentence:

Formula - s + was/were + not + v + ing + o + c.

eg: ① Ram was not going to pune while he not saw tiger.

- Question:

Formula - Was/Were + s + v + ing + o + c?

eg: ① Was Ram going to pune?

- Wh-question:

Formula - Wh + was/were + s + v + ing + o + c?

eg: ① Where was Ram going?

97 Future Continuous Tense:

Formula - S + will be + V + ing + O + C.

eg: In the next year, we will be opening a new ~~resta~~ restaurant in the Dhule.

- Negative Sentence:

eg: ① In the next year, we will not be opening a new restaurant in Dhule.

- Question:

eg: ① Will be we opening a new restaurant?

- Wh-question:

eg: ① Where will be ram opening a restaurant?

107 Present Perfect Continuous Tense:

Formula - S + have/has + been + V + ing + O + C.

eg: ① Radha has been doing study for two hours.

- Negative Sentence:

eg: ① Radha has not been doing study for two hours.

- Question:

eg: ① Has been radha doing study for two hours?

- Wh-question:

eg: ① Where has been radha doing study for two hours?

117 Past Perfect Continuous Tense:

Formula- $s + \text{had} + \text{been} + v + \text{ing} + o + c.$

eg; ① Radha had been doing study for 2 hours.

- Negative sentence:

eg; ① Radha had not been doing study for 2 hours.

- Question:

eg; ① Had been Radha doing study for 2 hours.

127 Future Perfect Continuous Tense:-

Formula- $s + \text{will/have} + \text{been} + v + \text{ing} + o + c.$

eg; Radha will have been doing study for 2 hours.

- Negative sentence:

eg; Radha will not have been doing study for 2 hours.

- Question:

eg; Will Radha have been doing study for 2 hours?

Expt. No. 09 Date:

Title Give two minute talk on a topic of choice.

Me: Good evening, Mayur.

Mayur: Good evening. You have been sleeping all the afternoon. No more, just leave the bed.

Me: It has been raining all the afternoon too. What shall I do? You tell me.

Mayur: It's not raining now. Let's go to the bazaar and buy some trees.

Me: Trees?

Mayur: Yes, trees! There is an open place in between our school and the pond behind it. We shall plant some trees there.

Me: Did you take permission from the authority?

Mayur: Yes, I did it before.

Me: You are just taking the burden.

Mayur: Burden? Do you know that we have been suffering silently for want of adequate trees? The ongoing increases of carbon-dioxide in the air, warming of local temperature, river erosion, air pollution due to dust are all the result of lack of trees.

Me: Are all these true? How can it be relevant with trees?

Mayur: Not only these, the disappearing of various species of birds and animals are directly related to adequate trees and forests.

Me : You didn't tell me, how...?

Mayur : It is an ecological mechanism. On zoological living beings are direct or indirectly dependant on trees. The place remains cool & calm if there are enough trees.

Me : Thanks, bud. I didn't really know all this. Let's go to buy some trees.

Mayur : Yeah! Let's go!.

Expt. No. 10

Roll No. _____

Date: _____

Title Prepare a Report

- Prepare report:

Son held for Doctor's Murder

Nagpur, Feb 20, Express New Service.

Nagpur police on Monday arrested 24 years old man in charge of murdering his father a doctor, last week.

Sanjiv Muzumdar, a doctor of sitabai area was found dead in his house in Mazakpur area on Saturday. He had suffered head injuries.

Inspector P.D. Kale of Katwari Police Station said, "Ankush had admitted a crime. He was addicted to liquor & other things and used to pressure his father for money. After his father's refusal to give him money, he hatched a plan to murder the father. He hit his father with a heavy iron bar from behind when his mother was not at home. Ankush was accompained with his friend Kalash. When murder was communicated."

The police said both were arrested and presented in court. The court order police custody to them till 25th of this month for further investigation.

Expt. No. 11 Date:
Title Draft a resume

RESUME

Reema Sharma
A-47, Ville Parle
Mumbai 400001
Contact: 708309XXXX

Objective :-

- To be associated with an organisation which gives me career path and job using my communication skills.

Education Qualification :-

- Passed XII from HSC in 2019 with 83%
- Passed X from SSC in 2017 with 80%.

Strengths :-

- Head - Working with Honesty.
- Well cultured & well mannered.

Hobbies :-

- Reading Books.
- Listening Music.

Personal Details :-

- Date of Birth - 3 April, 2001
- Father's Name - Rajkumar Sharma
- Gender - Female
- Marital status - Unmarried
- Nationality - Indian
- Religion - Hindu
- Language known - English, Hindi & Marathi.

Place :-

Date - 7 Mar, 2019

Name - Reema Sharma.

Father's Name - Rajkumar Sharma.

Date of Birth - 3 Apr, 2001

Age - 18 yrs.

Gender - Female.

Marital Status - Unmarried.

Nationality - Indian

Qualification - BCA

Hobbies - Reading, Listen Music.

Language known - Hindi, Marathi & English.

Address - 47, Sudarshan colony, Vile parle, Mum

Contact No. - 787574XXXX

E-mail Id - Reema123@gmail.com

Religion - Hindu.

Mother Tongue - Marathi.

Expt. No. 12

Roll No. _____

Date: _____

Title Write a Job Application letter

ABC,

Aahilyaderi Nagar,
behind mill parisar
chitod road, Dhule

3 Mar, 2020

To,

The Principal.

Sub:- Application for the post of
assitant proffessor.

Dear Sir,

I offer myself as a candidate for the post of assistant proffessor for maths in your reputed college on response to your advetisement in the 'Maharashtra Maza' newspaper dated on 28 Feb, 2020.

I am post graduate in Maths subject with qualification, details about my qualification & work experience are given in resume.

Sir, Once I get an opportunity in this reputed college I will give my best to develop all kinds of qualities as well as skills among students.

Thanking You,

Yours faithfully,

ABC