

- xvi) g was doing my assignment.
 xvii) g teach knitting.

Preposition: shows the relationship b/w Noun & Pronoun

3-types:
 → Time

→ Place

→ Direction

Time: At, by, in, on, ago, after, before, during, for, throughout, since, until, upto, from

Place:

At, by, in, on, about, above, after, against, along, among, around, before, behind, below, from, into, onto, over, through, towards, beneath

across → moving
on a surface

Aug 27/24

through → moving
inside something

LETTER FOR CANCELLATION OF ORDER:

re 3 Rent is same

Our Reference:

Your Reference:

August 28th 2024

Dear Sir

Cancelling the Order

Please refer to order placed on Aug 16th, 2024.

Due to unavoidable circumstances, at our end, we now

cancel the order.

Inconvenience ^{(caused,} if any, is deeply regretted.

Yours sincerely

Gopal Bains

(GOPAL BAINS)

Designation

~

Enclosure:

1. Official Order Cancellation form

~

} Rest is same

LETTER FOR

COMPLAINT : Avoid writing the word 'complaint'

Inspected → found mistake → which items are missing/broken, →
what you want to do about it → (~~needs~~ replace by [date])

WRITING REPLY
TO A COMPLAINT
(Adjustment letters)

- 100% Yes letter
- 100% No Letter
- 50 - 50%

(I'm the problem) → Try to patch it up
(Not my fault) → blame others

Listening
page

Sept 10/24 Application for Job

1) COVER LETTER

ii) RESUME/Biodata/Curriculum Vitae (CV)

↳ It is more detailed than Resume.

Types of Resume:

- i) Chronological Resume (in reverse order)
- ii) Functional Resume wrt time
- iii) Combinational Resume

Draft an application for Job.

{ means }

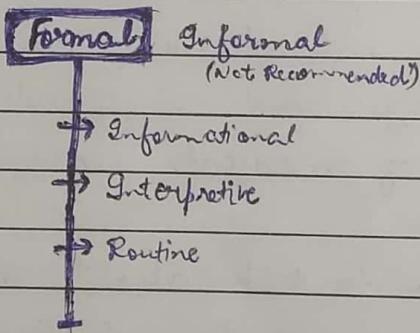
Cover letter + Resume

Sept 17/24

Reports

✓ . ✓
Draft Written
(Not Recommended) ✓ ✓

Written
Report



ACR:

Annual Confidential
Reports.

• Cover

1" margin

Page:

1-5" Secret 1"

Questions for Exam

• What is a report?

A REPORT

List elements in the

on

structure of Reports.

• TECHNICAL EDUCATION IN PUNJAB.

• Types of Reports.

• Give both format of cover page

- Frontspace : > Not compulsory
- Title Page:
 - Title : Subtitle
 - Name of organization
 - Submitted by
 - " to
 - Date of submission

Logo	SANT LONGOWAL LONHORAT, SAWARAN - 1860--
A PROJECT REPORT	
PhD Thesis African American Theater	on FASHION PREFERENCES AMONG THE YOUTH (Submitted in Partial fulfillment of the Requirements of B.E. in Computer Science)
	# fashion pref among the youth : A Report
	Submitted to : [Name of the Teacher] [Designation]
	Submitted by: [Your Name] [Reg. No.]
	[Date]

- Forwarding letter:
 - 1) Foreword → Written by an expert
 - 2) Preface → written by the writer of the report.
- Acknowledgements:
 - Heading
 - Thanking the people (family, friends, supervisors, Boss etc.)

Assignment List the elements of a Report.

PAGE NO.	XTRA
DATE	EDITION

Enlist the format for Cover Page, Title Page, & Table of Contents!

- Table of Contents:

- ↳ Heading of the Page
- Chapterization
- Topics
(along w/ Page No.)

Index: At the end
(where topics are
written
sorted alphabetically
along w/ their Page
number)

→ No. page no. for cover Page, Title Page

1. Introduction	4
2. Causes of Pollution	
2.1 -----	
2.2 -----	

'References' does not have Page no.

→ Abstract is only written for long reports.
(& Summary)

Sept 19/24

Sept 27/24

PAGE NO. XTRA
DATE. / /

Narration

Present Indefinite → Past Indefinite

Present Continuous → Past Cont.

" Perfect → Past Perfect

" Perfect cont. → " " cont.

Past Indefinite



Past Perfect

Oct 1, 24

MEMO WRITING

Q: Write a memo as the Chief Warden to take measures of rain awareness about water conservation in the Institute. Write it as a notice of memo.

NOTICE

Due to water shortage in some of the hotels after evening time, it is necessary to take measures to avoid the wastage of water. Encourage the students and gardeners to not use excessive amounts of water.

To
from
date
Subject

PAGE NO.

XTRA
PAGE

DATE / /

SANT LONGIOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
LONGIOWAL, SANGRUR - 189001

Inter Office Memo

To: Wardens of Respective Hostels

From: Chief Warden

Date: October 1st, 2024

Subject: Water Conservation

[body]

Gopal Bains

Rules for Change in Narration

Present : indefinite → Past Indefinite
 continuous → " cont.
 Perfect → " Perfect
 Perfect cont. → " Perfect cont'

Past: Indefinite → Past Perfect
 continuous → " Perf. cont.
 Perfect → X
 " cont. → X

Future: will / shall → would / should

Sant Longowal Institute of Engineering & Technology, Longowal.

Ref. No.: SLIET/DIR/1124-1196/105

October 1st 2024

NOTICE

It is to inform all the wardens that

"Due to the shortage of water in some of the hostels, it is necessary to take measures to avoid the wastage of water. Encourage the students and gardeners to not use excessive amount of water."

Ajeet Bains

Chief Warden

CC:

- I. Director Office
- II. Dear Student Welfare
- III. All Hostel notice boards
- IV. All Wardens
- V. Filed Copy

Sant Longowal Institute of Engineering & Technology, Longowal

Inter Office Memo

To: all Wardens

From: Chief Warden

Date: October 1st 2024

Subject: Water Conservation

In light of increasing concerns about the scarcity of water, following measures can be adopted to combat this problem:

1. Do regular inspection of taps, water coolers.
2. Aware students about the importance of water conservation through meetings and campaigns.
3. Record the consumption of water throughout the day and check when there is a and where water is getting consumed.

Regards

Please ensure these measures are taken immediately.

Oct 3

Proofreading

FOR EXAM

[Symbol, Meaning, Textual mark,
Marginal mark, Example (before / after)
> Either left or right]

Proofreading Symbols:

¶ | Begin Paragraph

A

run on | Run together

X | Replace the broken type

C | Close up

'To remove an
unwanted spacing

| Insert a space

for Exam: Textual mark

• align | Align

Marginal mark

~ | switch (move as
indicated)

Before / After correcting
a paragraph.

L | Move to the left

Waiting a is very

L | Move to the right

The low short h (3) sp

^ | Move up :

Techn workers

^ | Move down :

(sp) | Spell out

As These offees are

A | Insert

" He said A we should

, A | Insert comma

" A not go there

:(h | Insert colon

l.c. This is why this -

.(h | Period

;	Insert semicolon
?	" Interrogation mark
!	" Exclamation "
-	"
'	" Apostrophe
"	" Quotation Mark
(A)	
[A]	

.l.c. Put in lowercase

s. caps Put in small capitals =

caps Capitals ==

Ital Italics -

Bold Bold ~~ s. caps-report

Rom Change to ^{word} simple typeface Report

② Delete

trs transpose

stet let it remain as Tech

it is (ignore the
corrections)

③ Query the writer.

Oct 8/24

PAGE NO. XTRA
DATE. / /

1. Write a Memo from General Manager to all section heads regarding the change in office hours.
2. Write a Notice from registrar to HODs, Deans, All officials

ABC Industries, New Delhi

To : Section Heads

From : General Manager

Date : October 8, 2024

Subject: Change in office hours.

Starting from October 15, 2024, the office hours has been changed accordingly:

Change the Narration.

1. He says, "I'm very busy today."

He says that he is very busy today.

2. He said, "I will be very busy today."

He said that he would be very busy that day.

3. The Principal said, "We shall observe a holiday on Friday."

The Principal said that they would observe a

4. He said, "I went for a walk."

He said that he ^{had gone} went for a walk.

5. He said, "Let's go for a walk."

He suggested that they should go for a walk.

6. He said, "Did you go for a walk yesterday?"

He asked if he had gone for a walk the previous day.

7. He said, "all that glitters is not gold."

He said that all that glitters is not gold.

8. The officer said, "please get me a cup of tea."

The officer requested to get him a cup of tea.

9. He said, "I will come to your home on Saturday"

He said that he would come to my home on saturday.

10. He said, "They have been living in this house for 20 years."

He said that they had been living in that house for 20 yrs.

11. I said, "I waited for you since 5:00 AM.
I said that I waited for since 5:00 AM.
12. They said, "Let's go on a trip."
They suggested that they should go on a trip.
13. He said, "Did you knock at my door?"
He asked whether I had knocked at his door.
14. She said, "Please forgive my mistake."
She requested forgiveness for her mistake.
@ to forgive
15. The teacher announced, "An exam will be held on Saturday."
The teacher announced that an exam would be held on Saturday.

Oct 10/24

Infosys

Application for Job along with Resumes

Gopal Bains
Una, Himachal Pradesh.
bainsgopal@gmail.com
7876260155

Tim Cook

Gopal Bains

Una, Himachal Pradesh

bainsgopal77@gmail.com

7876260155

Mr. Rajesh Kumar

Infosys Pvt Ltd.

Mohali, Chandigarh.

Dear Sir

I am interested in the ^{position for} Web Developer as advertised in the newspaper "The Tribune", dated September 12, 2024. I have ^a necessary skills that are required for this position.

Previously, I ^{have} worked at Wipro Pvt Ltd. as a junior web developer for 2 years where I built multiple websites including the Wipro's current website. I was also awarded as employee of the month in March 2024.

It will be my privilege to work ⁱⁿ your organization since Infosys is ^a committed to ^a innovation and advancements related to technological world.

I have attached my resume which provides more details about my qualifications & experiences.

I look forward to working the possibility to contributing to your team.

Yours Sincerely,
Gopal Bains.

Name: Gopal Bains

Address: Una, Himachal Pradesh - 174303

E-mail: bainsgopal17@gmail.com

Ph. No.: 7876260155

October 10th 2024

HR Manager

Solitaire Infosys

Mohali, Chandigarh.

Subject: Application for the post of Web Developer.

I am writing to express my interest in your job recruitment advertisement in 'The Tribune' newspaper, dated September 15, 2024.

Apollo Computers Pvt Ltd.
45 New Market
New Delhi

Telephone: 01234-56789
Email : Apollocomputer@gmail.com
FAX: 0171-234-578

Our Reference: PwH/126/210-213

August 29th 2024

Standard Furnitures Ltd.
122 NH Road
Chandigarh

Dear Sir

Order for Office Furniture

Following our discussions, we now place order for:

1. Table (Wooden) - Five (5)
2. Chair (Wooden) - Ten (10)

We accept your offer of 8% discount on the list of price and note your guarantee to supply the material not later than September 15th, 2024.

Thanking You,

privilege
privilege

PAGE NO. XTRA
DATE / /

Yours Sincerely,

\$-by

(GEORGE RAINES)

Purchasing Manager

Enclosure:

1. Official Order Form
2. List of Items with Specifications

CC:

1. Managing Director
2. Accounts Officer
3. Filed Copy

GIB/TT

Stress at workplace

↳ Labour laws (France)
strict

b) Australia recently passing a bill to
restrict comm. after working hours.

- No open ends
- add data (This!)

[Nothing is as it seems,
real life is stranger than my dreams.