

## Assignment No 5

Read the given passages and answer the following questions. I. Each of the passages given below is followed by some questions. Each question comprises three statements (A)(B)(C). In the context of the passage, decide which one, two, three or none of the statements /are true.

“ In the Pandit’s complaint, he asks why entries could not be made in the savings bank passbook on the strength of the counterfoil of the pay in slip. This would save the customer from waiting until the actual voucher passed through various desks /books. The use of the voucher is, in fact the correct procedure. The delay experienced by Mr. Pandit on that day could have been avoided. On our instructions the branch manager concerned has made the complaint and explained the matter. He has also emphasized the great risk to the customer and the bank, if entries are made on the basis of the counterfoils.

“ 1. (A) The writer of this paragraph is another dissatisfied customer.

(B) The paragraph emphasizes that counterfoils should not be used instead of vouchers

. (C) Use of counterfoils alone may not lead to any risk.

(a) Only A (b) Only B (c) Only C (d) Only A and B (e) Only B and C

2. (A) Mr. Pandit complains about a delay in some transaction at his bank.

(B) Mr. Pandit’s wants bank to make book entries on the basis of counterfoils.

(C) Entries made on the basis of vouchers do not involve any risk.

(a) A and B (b) B and C (c) A and C (d) A, B and C (e) None is true

3. (A) In following the current procedure, unreasonable delays are always inevitable.

(B) Mr. Pandit’s complaint was based on full knowledge of the banking procedure.

(C) Mr. Pandit’s suggestion was appreciated by the bank authorities.

(a) Only A (b) Only B (c) Only C (d) A and B (e) None is true

4. (A) The delay experienced by Mr. Pandit was caused by some temporary problem.

(B) The entries relating to Mr. Pandit’s case were not done according to proper procedure.

(C) Mr. Pandit was already aware of the proper procedure.

(a) Only A (b) Only B (c) Only C (d) A and B (e) B and C

5. (A) Using counterfoils instead of vouchers is risky not only to the customers but also to the bank.  
 (B) The bank authorities were not insensitive to Mr. Pandit's complaint.  
 (C) The branch manager paid no heed to the authority's instructions.  
 (a) Only A (b) Only B (c) Only C (d) A and B (e) A and C

II. There are two ways of avoiding fear: One is by persuading ourselves that we are immune from disaster, and the other is by the practice of sheer courage. The latter is difficult, and to everybody becomes impossible at a certain point. The former has, therefore always been more popular. Primitive magic has the purpose of securing safety, either by injuring enemies, or protecting oneself by talismans spells or it incantations. Without any essential change, belief in such ways of avoiding danger survive throughout many centuries of Babylonian civilization spread from Babylon throughout the empire of Alexander, and was acquired by the Romans in the course of their absorption of Hellenistic culture. From the Romans, it descended to Medieval and Islam. Science has low lessened the belief in magic, many people place more faith in mascots than they are willing to avow, and sorcery, while condemned by the church, is still officially a possible sin.

1. (A) Superstitious belief can help man avoid fear.  
 (B) The medieval civilization was also characterized by superstitious beliefs  
 (C) Avoiding fear is difficult for a common man.  
 (a) Only A (b) Only B (c) Only C (d) A and B (e) A and C
2. (A) The ancient method of avoiding fear has survived the test of time.  
 (B) Belief in charms and amulets was a salient feature of ancient civilization.  
 (C) Science has eradicated man's belief in magic all together.  
 (a) A and B (b) B and C (c) A and C (d) A, B and C (e) None is true

In each of the following questions, pick up the choice which is most opposite in meaning of the word italicized bold in the sentence

- . 1) The Chairman rebuked the accounts officer for not supervising the work of his coordinates:  
 a. Praised b. Received c. Awarded d. Invite
- 2) The incident cemented their relations.  
 a. Destroyed b. Wasted c. Corroded d. Disintegrated
- 3) He was the most eccentric and difficult patron.  
 a. Normal b. Sober c. Genial d. Sociable

4) There are four chapters that are extraneous to the structure of the book.

a. Relevant b. Integral c. Important d. Needful

II. In each of the following questions, pick up the choice which best expresses the meaning of the word italicized bold in the sentence

1) He had the nerve to suggest that I was cheating

a. Courage b. Audacity c. Capacity d. Strength

2) Your despicable remarks call for no reply. a. Sarcastic b. Contemptuous c. Critical d. Contemptible

3) The collection of poems in a slim volume, is gleaned from several anthologies of ancient Indian poetry

a. Gathered b. Extracted c. Compiled d. Copied

4. They venerated the old teacher a. Humiliated b. Teased c. Respected d. Let go III. In each of the following questions, out of the four alternatives, choose the one which can be substituted for the given words/sentence.

1) To examine one's own thoughts and feelings

a. Meditation b. Retrospection c. Reflection d. Introspection

2) List of headings of the business to be transacted at a meeting

a. Schedule b. Agenda c. Proceedings d. Excerpts

## Assignment No 2

- Q. 1 Write 5 major components of Project Report.
- Q.2 Prepare a Title page of your Report with proper layout.
- Q.3 Write a short summary of your Project Report.( 150 words)
- Q.4 What is mean by Presentation? Write its essential skills, Discussed it in detail .

## Assignment No 3

1) The Executive Committee of Bhiwani Industrial Corporation, Bhiwandi held its 5<sup>th</sup> meeting on 18 Oct.2022 at BIC Headquarters, Bhiwandi.

The agenda as follows:

- 5.01 Minutes of the last Meeting
- 5.02 Addition of the two rooms to the building –one for General store and the other for office workers.
- 5.03 Opening a Tea Stall
- 5.04 Appointment of two peons and one Treasure.
- 5.05 Setting up a paper mill at Bhiwandi
- 5.06 D.A. to the Employee.
- 5.07 Any other matter with the permission of the Chair person.

As a Secretary of the Executive Committee, Write the Minutes of the meeting.

2) At a meeting of Executive Committee of the Staff Association of Government Engineering College, of Devgiri. Held at 4 pm, on Friday, 21 Oct.2022 in the Room No. H 39 the following business was transacted.

Appointment of auditors for the annual accounts, Construction of Swimming pool for staff, Minutes of the last Meeting, Establishment of Departmental libraries, and Extra classes for students who failed in the mid-semester exam, any other matter with the permission of the Chairperson.

Assuming that you were the secretary in the attendance

- I) Draft a notice to sent to each member arranging the agenda items properly
- II) Write the Minutes of the Meeting.

## Assignment No 4

Q.1 Prepare a job application letter with resume for the position of The Sales Manager at Amazon, Hyderabad in response to their advertisement in The Times of India on 4<sup>th</sup> Oct 2022.

Q.2 writes the types of Job Application Letter and explains it.

Q.3 Write the types of Resume and distinguish it with example.

Q.4 explains some types and modes of Interview.

Q.5 which are the interpersonal skills?

Q.6 Write a Case study on Business/ Corporate ethics.

Q.7 You are Raj Sharma, an Engineering graduate student from Mumbai University. You are seeking a suitable job. You came across news from your friend, and inviting you as young and dynamic fresh graduate as a junior engineer in his company. Write an application letter with resume