

**Aim: Do SWOT (Strength, Weakness, Opportunities and Threats) Analysis  
about yourself and document it**

**SWOT GRID:**

<b><u>STRENGTHS:</u></b> <ul style="list-style-type: none"><li>• I am detail oriented and a quick self-starter.</li><li>• I am really good at using my time wisely</li><li>• Ability to lead.</li><li>• Communication skills.</li><li>• Flexible and adaptable.</li><li>• Strong Work Ethic.</li></ul>	<b><u>WEAKNESS:</u></b> <ul style="list-style-type: none"><li>• I don't know how to brand myself successfully.</li><li>• Sensitive.</li><li>• Low Emotional intelligence.</li><li>• Anger issues.</li><li>• Self Doubt.</li></ul>
<b><u>OPPORTUNITIES:</u></b> <ul style="list-style-type: none"><li>• Meeting new people at college</li><li>• Hackathons.</li><li>• Participated in college events.</li><li>• Got job offer on my project</li></ul>	<b><u>THREATS:</u></b> <ul style="list-style-type: none"><li>• Rapid changing of technology in the industry</li><li>• Procrastination.</li><li>• Peer pressure.</li><li>• Overthinking.</li><li>• Social media.</li></ul>

**AIM: Write 10 words and their meaning in Hindi and English and their 3 Synonyms which are usable in day-to-day communication.**

**ENGLISH:**

Synonyms And Antonyms List		
Words	Synonyms – Same Meaning	Antonyms – Opposites
Abjure	Forsake, renounce	Approve, Sanction
Bleak	Grim, Austere	Bright, Pleasant
Concur	approve, agree	Differ, disagree
Defile	contaminate, pollute	Purify, sanctity
Monotonous	irksome, tedious	Varied, pleasant
Remonstrate	Censure, protest	Agree, loud
Umbrage	Chagrin, offense	Sympathy, goodwill
Yoke	connect, harness	Liberate, Release
Tremble	Vibrate	Steady
Succinct	Concise, Terse	Lengthy, polite

**HINDI + ENGLISH:**

WORD	MEANING	HINDI	SYNONYM 1	SYNONYM 2	SYNONYM 3
Calm	not showing or feeling nervousness, anger, or other strong emotions.	शांत	Unruffled	Tranquil	Peaceful
Anger	a strong feeling of annoyance, displeasure, or hostility	रोध	Arouse	Nettle	Infuriate

<b>Crooked</b>	<b>bent or twisted out of shape or out of place.</b>	कु टिल	Zigzag	Hooked	Bent
<b>Delicious</b>	<b>highly pleasant to the taste.</b>	वादि ट	Appetizing	Luscious	Savory
<b>Destroy</b>	<b>end the existence of (something) by damaging or attacking it.</b>	न ट करना	Raze	Slay	Ruin
<b>Eager</b>	<b>strongly wanting to do or have something.</b>	उ सुक	Fervent	Involved	Keen
<b>Gross</b>	<b>(especially of wrongdoing) very obvious and unacceptable.</b>	सकल	Coarse	Indecent	Improper
<b>Interesting</b>	<b>arousing curiosity or interest; holding or catching the attention.</b>	रोचक	Intelligent	Animated	Fascinating

Place	a particular position, point, or area in space; a location.	थान	Spot	Plot	Space
Strange	unusual or surprising; difficult to understand or explain.	अनोखा	Unusual	Unfamiliar	Odd

24 NARENDER KESWANI

**AIM: Write an application to your college HOD or Principal for issuing Bonafide letter and fee letter to apply the Education loan in a specified Bank**

To,  
The Principal,  
Vivekanand Education Society's Institute of Technology Chembur,  
Mumbai

Date: 19 June 2022

Subject: Requesting bonafide certificate for education loan

Respected Sir/Madam,

This is to most respectfully inform you that I am Narender Keswani and I hold 24 as a roll number. I am a student of the Master of Computer Applications department of your reputed College.

Most humbly, this is to inform you that I am willing to apply for an education loan from HDFC Bank. As per the formalities, I need to submit a bonafide certificate issued by you in my name along with other documents. I would request you to kindly issue the bonafide certificate in my name at the earliest.

I request you to kindly consider this as a genuine request and do the needful at the earliest. I am ready to proceed with any required formalities. Kindly oblige me.

Yours  
Sincerely  
Narender Keswani  
+91 9320907041

**AIM: Write the Business Letter to accept the job offer from a company for a specific post, in which you were selected through a Telephonic Interview on a particular Day.**

Mr. Wilson Rao  
XYZ Software Solutions  
A Road, Churchgate,  
Mumbai  
Pin Code: 400020  
wilson.rao@gmail.com

Subject: Wilson Rao, Job Offer Acceptance

Dear Mr Rao,

I am thrilled to accept the position of Front End Developer at XYZ Software Solutions. Thank you for this opportunity! I look forward to joining the team.

As we discussed, I want to confirm that my starting salary will be Rs. 30,000 with two weeks of paid vacation, and health and dental benefits will begin after 90 days. I am excited to start orientation on December 15.

If there are any final steps I need to take before that date, such as signing onboarding documents, please let me know. Thank you again.

Sincerely,

Narender Keswani

+91 9320907041

[2021.narender.keswani@gmail.com](mailto:2021.narender.keswani@gmail.com)

**AIM: Write the Minutes of a meeting to decide the rules and punishments of online classes (netiquettes) and discipline to maintain the harmonious environment in the class.**

**Rules:**

1. Everyone should own their webcam while attending the class.
2. Students not having any doubts or queries should mute their mic.
3. Everyone should upload their previous lecture notes in their class roll number folder.
4. Everyone should answer the questions of previous class concepts in the current class.
5. Everyone should mark their presentation on their own, not through someone else.
6. No food during the lecture.
7. Show your id card to the lecturer.
8. Everyone should log in to the class with their college id only.

**Punishments:**

1. Students not enabling their webcam will not be allowed to attend the lecture.
2. Students enabling their mic will be pushed to explain the current concept.
3. Students unable to upload the previous notes will be punished by writing the notes 5 times.
4. Students unable to answer questions of previous lecture notes will not be allowed to attend the lecture.
5. Students taking attendance through someone else will be marked absent.

**AIM: Write the Soft Skills Which you have and the benefit do you get from that soft skill in your daily life.**

- **Time management:**

This soft skill enables me to do my activities on time and let my work flow go as formulated.

- **Adaptability:**

This soft skill allows me to go with the current environment and work culture flow.

- **Problem-solving:**

This soft skill allows me to have different perspectives on different problems and the way they can be solved or resolved.

- **Creativity:**

This soft skill allows me to build the system and the process for the creation of things.

- **Leadership:**

This soft skill allows me to be punctual and disciplined. It allows me to be systematic and be on time and do things as per my planning.

- **Attention to detail:**

This soft skill allows me to dig deeper into the problem and the many possible ways to solve it.

- **Teamwork:**

Many Projects are being done in this we are doing work in a team. So many works are done by each other's support. So we have understand the teamwork, value of doing everything together and learning new things.

- **Communication Skills:**

We are learning many new things while communicating with new people. So this involves exchange of ideas. It is not necessary to speak in English to improve your communication skills the only thing is to what



you say should we understand by the person whom we are communicating but in IT Industry the core language spoken is English so it's better the language spoken should be English as English is a globally spoken language.

24 NARENDER KESWANI

**AIM: Write Your GOAL (Short Term and Long Term) according to the concept you learnt about the GOAL**

**G: Group.**

**O: Oriented.**

**A: Achievement.**

**L: Learning.**

**Short-term goals:**

**These goals can be achieved within a specified amount of time.**

**My short-term goals are as follows.**

1. Finish some online courses.
2. Improve my soft skill.
3. Connect with other industry professionals.
4. Create a savings plan.
5. Start doing workouts.
6. Create a morning routine.
7. Get out of my comfort zone.

**Long-term goals:**

A long-term goal is something you want to accomplish in the future. Long-term goals require time and planning. They are not something you can do this week or even this year. Long-term goals are usually at least several years away. Sometimes it takes many steps to complete a long-term goal.

**My long-term goals are as follows.**

1. Become a leader in my field.
2. Buy a house.
3. Increase my level of fitness.
4. Write a book.
5. Invent something.
6. Learn a new software program.
7. Be able to type without looking.

**AIM: Write a Notice to the employee of a company to attend the office**  
**Physically daily following the Covid Guidelines**

**Reliance Industries**

**NOTICE**

Date: 22/06/2022

We are getting out of the pandemic at a slow pace hence in order to grow further we are initiating starting the company in offline mode.

Below are the guidelines for attending the office offline.

**Guidelines:**

1. Wear masks at the workplace.
2. Carry your own sanitiser.
3. Wear a pair of hand gloves.
4. Wear a face shield.
5. Carry your double dose certificate.
6. Lock your utilities safely in a separate locker.
7. Don't share your things with others.
8. Maintain social distancing.

**(Signature)**

**Mukesh Ambani**

**President of Reliance Industries.**