

Assignment 2

(Q.1) Write down do's and don't's of speaking skill.

Ans: i) Do's:

- (a) Be clear and concise: Use simple and understandable language.
- (b) Maintain eye contact: Helps in engaging the audience
- (c) Be Confident: Confidence makes your speech more effective.

ii) Don'ts:

- (a) Avoid slang in formal settings: Use professional language.
- (b) Don't mumble: The audience may not understand you.
- (c) Avoid filler words: "Um", "Uh", it reduces clarity.

(Q.2) Clarify difference between Group discussion and Debate.

<u>Group Discussion</u>	<u>Debate</u>
i) The purpose is to exchange ideas.	i) The purpose is to argue to prove a point.
ii) The tone is Collaborative	ii) The tone is Competitive.
iii) The outcome is Collective decision	iii) The outcome is winning argument.
iv) Everyone Contributes in Group Discussion eg: discussing solutions for climate change	iv) Only two opposing sides participates in Debate. eg: Arguing whether online learning is better than offline learning.

(0.5)

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Elaborates types of reading with suitable examples:
Types of Reading :

(i) Skimming : Quickly going through a text to get main idea without focusing on details. The main purpose is to identify whether the material is worth reading in-depth.

eg: (a) Reviewing a book before buying it

(b) Going through an email for key points.

(ii) Scanning : Searching for specific information without reading the entire text. The main purpose is to locate details quickly.

eg: (a) Checking a fact in article

(b) looking for a definition in a textbook.

(iii) Intensive Reading : Reading Carefully and thoroughly to understand details, analyze arguments, or study complex material.

eg: (a) Studying academic textbooks

(b) Analyzing legal documents

(iv) Extensive Reading : Reading longer texts for pleasure or general knowledge without focusing on every word. The purpose is to improve fluency, vocabulary.

eg: (a) Reading Novels, magazines.

(b) Reading a blog.

(v) Critical Reading : Analyzing and evaluating a text to form judgments.

eg: (a) Reviewing research papers.

(b) Analyzing political speeches.

(Q.4) Discuss about the reasons of poor reading and how would you enhance reading.

↳ Reasons for poor Reading:

- (i) Lack of Concentration
- (ii) Limited Vocabulary
- (iii) Weak Comprehension skills
- (iv) Slow reading speed
- (v) Distractions.

Ways to Enhance Reading:

- (i) Practice reading daily: Read books, or Hcler.
- (ii) Improve vocabulary: Learn new words daily.
- (iii) Take notes: Helps in retention.
- (iv) Summarize after reading: Ensures understanding.
- (v) Avoid multitasking: Read in a quiet place.

(Q.5) Make a list of issues faced by you while reading and which one of them can you solve and how.

↳ List of issues:

(i) Lack of focus: Yes it can be solved

Solution: Use the Pomodoro technique (25 min focus session).

(ii) Difficult Vocabulary: Yes it can be solved.

Solution: Use a dictionary.

(iii) Forgetting Content: Yes it can be solved

Solution: Take notes and revise.

(iv) Boredom: Yes it can be solved

Solution: Choose interesting topics.

10.6) Talk about the significance of presentation strategies in detail.

↳ Effective presentation strategies ensure that the audience understands and remembers the message.

Strategies listed below:

- (i) Clarity of Content → Well structured slides with key points
- (ii) Engaging Delivery → Use of stories, examples and humor.
- (iii) Visual Aids → Graphs, images, and videos enhance understanding.
- (iv) Confident Body Language: → Eye Contact, gestures and posture matter.
- (v) Audience Interaction: → Q&A sessions keep listeners engaged.

10.7) Essay on 'Library, dictionary and thesaurus are the precious gems for enriching personality'.

↳ "Library, Dictionary, and Thesaurus - Precious Gems for Enriching Personality".

A library is a treasure house of knowledge. It provides access to countless books, journals, and resources that broaden one's horizons and enhance learning.

A dictionary, on the other hand, helps to build a strong vocabulary and understand the correct usage, pronunciation and meaning of words.

A thesaurus enriches language by offering synonyms. It encourages creativity in writing and helps to avoid repetitive language.

Together these tools help shape an individual's communication, comprehension, and critical thinking skills. A well-read person is often more confident.

In conclusion, a library opens the doors to wisdom, a dictionary sharpens languages and a thesaurus polishes expression.

Q.8

Write down etiquettes of Email Writing.

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The Email Writing Etiquettes are:

- (i) Use a clear subject line
- (ii) Start with a proper greeting
- (iii) Reply within 24 hours.
- (iv) Use polite and professional language.
- (v) Use proper grammar and punctuation
- (vi) Do not use color font.
- (vii) Avoid using Bold font.
- (viii) Avoid using slang and professional language.

Q.9

As the Purchase Officer of a company, write a complaint letter to Uniflex Ltd, New Delhi, pointing out the damage which was discovered after checking the consignment containing Compact Discs sent to you by supplier. Insert the necessary details.

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To
The Manager
Uniflex Ltd
New Delhi

Subject: Complaint Regarding Damaged Compact Discs in Recent Consignment.

Dear Sir/Madam,

I am writing to inform you that the consignment of Compact Discs (Invoice No. UF1245) received on April 5, 2025 was found to have several damaged items upon inspection. Out of the 200 discs, nearly 35 were either scratched or broken.

We request you to kindly replace the damaged items at the earliest and ensure better packaging in future shipments to avoid such inconvenience.

Looking forward to your prompt response.

Sincerely,
Asmit Chaudhari
Purchase Officer
XYZ Pvt. Ltd
Mumbai

(0.10) Draft an email to the mayor of your city informing him/her about people gatherings are found in some areas, looking at the current pandemic it is dangerous for all. Tell him to take necessary actions immediately.

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To : mayroffice@citygov.in
CC: healthdept@citygov.in
BCC: localwatchgroup@gmail.com
Subject: Urgent Attention towards gathering Amidst Pandemic

Dear Sir/Madam,
I would like to bring to your notice that in areas as Sanjini Market, large crowds are gathering daily, ignoring the pandemic safety norms.

Considering the health risks to the public, I request you to take immediate and strict action to control such gatherings. Increased patrolling, public announcements, and awareness campaigns can help ensure community safety.

Thankyou for your attention to this serious matter.

Sincerely,

Asmit Chaudhari

New Delhi

Email: asmitchaudhari07@gmail.com.