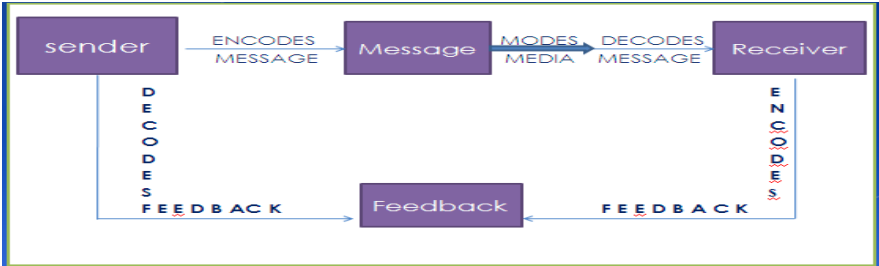


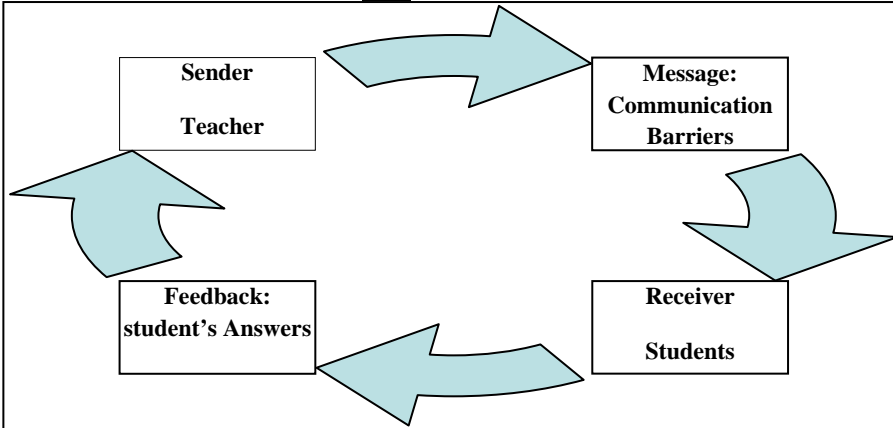
MODEL ANSWER

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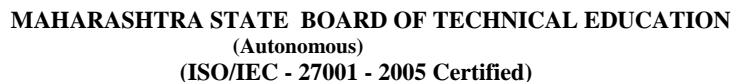
Que. No.	Sub. Que.	Model answers	Marks	Total Marks
1	a	Communication is a two way process as the sender sends some message and the receiver comprehends and gives response to the sender. It is a cyclic process where the roles of the sender and receiver swap rapidly.	02	20
	b	Encoding is a process of changing the information into some form of logical and coded message understandable to the receiver. It helps the sender to put the disorganized ideas and thoughts in proper code. OR Encoding involves the ciphering (to put in to signs and symbols) of the message understandable to the receiver.	02	
	c	Following are the various types of communication : 1. Formal and Informal Communication 2. Internal and External Communication 3. Vertical : a)Upward b) Downward 4. Horizontal Communication 5. Diagonal Communication 6. Verbal Communication : a)Oral b)Written 7. Non-verbal Communication : a) Body Language b) Graphic Language (Instructions: Writing subtypes is not compulsory.)	02	
	d	 <p>a) Sender: A person who sends the message to the receiver is called as sender.</p> <p>b) Message: The structured form of thoughts and ideas is called as message.</p> <p>c) Media/Channel of communication: Channel is medium through which message is sent to the receiver.</p>	01	
			01	



Que. No.	Sub. Que.	Model answers	Marks	Total Marks
1.		d) Receiver: A receiver is a person who receives the message, decodes it and gives feedback. e) Feedback: It is the response given by the receiver to the sender.		
	e)	Gestures are actions performed in order to convey one's thoughts, feelings, or intentions. A gesture refers to the use of fingers, hands and arms for expressions. E.g. Pointing finger, folded arms, tapping fingers etc.	02	
	f)	Psychological barriers are related to anxiety, anger, pride, dislike, prejudices etc. a person develops from childhood. It includes resistance to change, closed mind, prejudice, emotions, inattentiveness, impatience, distraction etc. e.g. 1) If a company changes its work policy suddenly , workers will not accept it . This is aversion to change. 2) If the listener/reader is impatient and doesn't listen/read properly, he/she gets partial knowledge or incomplete information.	01 01	
	g)	Feedback is the final link in the communication cycle. The process of communication remains incomplete if there is no response or feedback from the receiver. It is response or reply to the message, wherein the sender knows if the receiver has received or understood and acted upon the message as per the need and capacity of the receiver. Feedback also enables the sender to modify and resend the message as per the need of receiver.	02	
	h)	Diagonal communication takes place between people working at different hierarchical level in different departments or organizations. It does not have any set norms as other forms of communication. For Example: An accountant communicates with the team manager of 'designing department' regarding his salary structure.	01 01	
	i)	Downward Communication takes place when a person working at higher level communicates with the person working at lower level in an organizational hierarchy. In order that the message is received clearly and accordingly the subordinates work upon it, the communication is generally authoritative in nature.	02	
	j)	In grapevine communication, the conversation is listless and goes beyond the scope of purpose as it usually includes gossip, rumours, hearsay etc. It should be checked and controlled so that rumours are not spread, a person's character is not ruined and quality time is not wasted.	02	
	k)	A communication event is a single unit of conversation which can be represented in the form of communication cycle.	01	

Que. No.	Sub. Que.	Model answers	Marks	Total Marks
		<p>E.g. Teacher teaches communication barriers to the students in the classroom. The students answer the questions.</p> <p style="text-align: center;">OR</p> <div style="text-align: center;">  </div> <p>(Instruction: Examples can vary; Correct examples in the written form or in the form of communication cycles, should be given full marks.)</p>	01	
	1)	<p>Receiver receives the message sent by the sender. He then decodes the message and tries to understand it. On basis of understanding, receiver gives response to the sender which is called as feedback.</p> <p>(Instructions: In every answer, the language and examples may vary. Examiner should give the marks considering the related points covered.)</p>	02	
2	a)	<p>To make communication effective and flawless, the principles of effective communication are of great help. Some of them are as follows:</p> <ol style="list-style-type: none"> 1) Evaluating Receiver: The sender must assess and analyze the receiver before conveying the message. The encoder must understand the comprehension or the grasping level, background, subject knowledge, likes and dislikes, interest and retention power of the decoder. 2) Eliminating barriers: To make communication effective both sender and receiver should remove different barriers. Few barriers can be eliminated if the receiver listens carefully and / or reads with concentration. 3) Feedback: It is final and important link in communication cycle. It is response to the message, wherein sender knows that the receiver has received, understood and acted upon the message. Enough time should be given to the receiver to express what he feels or understands. 4) Creative message: It is necessity of some situations to deliver creative messages. It creates a good impression about the sender in the mind of the receiver. It also helps to attract the audience. <p>(Instruction: Any four principles may be explained by the Students.)</p>	1 mark for each principle	16

Que. No.	Sub. Que.	Model answers	Marks	Total Marks										
2	b)	<table><thead><tr><th>Oral Communication</th><th>Written Communication</th></tr></thead><tbody><tr><td>1. It can not be served as a legal document as records are hardly kept.</td><td>1. It serves as legal document as there is always a written proof.</td></tr><tr><td>2. It saves time.</td><td>2. It is time consuming.</td></tr><tr><td>3. It is more economical.</td><td>3. It is comparatively expensive.</td></tr><tr><td>4. Meaning can be explained in depth.</td><td>4. Meaning can not be explained due to limitation of writing.</td></tr></tbody></table> <p>(Instruction: Minimum FOUR differences should be written. Differences can vary.)</p>	Oral Communication	Written Communication	1. It can not be served as a legal document as records are hardly kept.	1. It serves as legal document as there is always a written proof.	2. It saves time.	2. It is time consuming.	3. It is more economical.	3. It is comparatively expensive.	4. Meaning can be explained in depth.	4. Meaning can not be explained due to limitation of writing.	1 mark for each difference	
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	c)	<p>It is a barrier in which physical surrounding of concerning material things of the physical world, map or other environmental objects disturbs the communication directly or indirectly. They are majorly related to noise, time and distance.</p> <p>Examples: 1) As the train was passing over the metallic bridge, Mr. Vasant asked Mrs. Sharma, "What is the time? " Mrs. Sharma got very angry and started shouting because she heard Mr. Vasant say, "The birth is mine". Here the noise of the train acts as a barrier of communication.</p> <p>2) When Mr. Robin, who stays in Germany, rang up Mr. Chatterjee, residing in Pune at 11:30 a.m. by his watch. Mr. Chatterjee was very annoyed because the sender and receiver are located in different time zones.</p> <p>3) Students sitting on the last benches found a physics seminar very boring since they could not hear the speaker due to the absence of a microphone.</p> <p>4) During a festival, Raj could not hear some important message being given by his boss due to the noise of fire crackers.</p>	01 03 marks for examples											
	d)	<pre>graph LR; sender[sender] -- "ENCODES MESSAGE" --> Message[Message]; Message -- "MODES MEDIA" --> Receiver[Receiver]; Receiver -- "DECODES MESSAGE" --> Feedback[Feedback]; Feedback -- "FEEDBACK" --> sender;</pre>	02											



Que. No.	Sub. Que.	Model answers	Marks	Total Marks
2.	e)	<p>Communication takes place in following ways: Sender encodes and delivers the message through proper modes and media. Receiver receives the message and decodes it. Then he encodes feedback and delivers the feedback to the sender. Sender receives the feedback and decodes it.</p> <p>Silence acts as a mode of communication. It is a non verbal mode. It is said that ‘Silence is golden’. This phrase conveys everything in terms of silence. Sometimes silence conveys message that makes communication process complete.</p> <p>If the speaker is expressing grief, there is silence which expresses solemn emotion. Silence helps in solving heated arguments between two persons. If both are shouting, there is no solution. If one amongst them choose to be silent, then the tension between the two calms down and paves the way for discussion to sort out the matter.</p> <p>Silence is also viewed as a mark of respect to elders. E.g. if a teacher scolds a student for coming late, the student would either give an excuse or be silent.</p>	02 04	
3	a)	<p style="text-align: center;">B. N. PATOLE POLYTECHNIC Plot No.-552, Wakad, Pune-411 001.</p> <hr/> <p style="text-align: right;">Date: 23/11/2012</p> <p style="text-align: center;"><u>MEMORANDUM</u></p> <p>From: Workshop Supervisor</p> <p>To: Students</p> <p style="padding-left: 40px;">Subject: Not attending Workshop sessions with the prescribed uniforms.</p> <p>It has been continuously observed that many students attend the workshop sessions without the prescribed uniforms even after many reminders. As the students perform the practical work in ordinary clothes without wearing the uniform, safety shoes, goggles etc., many times it leads towards students getting injured. The injuries might happen with eyes during welding, hands while heating or picking up some job.</p> <p>Considering the harmful consequences, if the dress code is not followed hereafter, a stern action will be taken against the concerned students.</p> <p style="text-align: right;">Sd/- Mr. V. K. Deshmukh Workshop Supervisor</p>	4 marks For Format 4 marks For Matter	



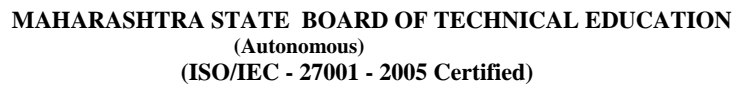
Que. No.	Sub. Que.	Model answers	Marks	Total Marks
3	b)	<p style="text-align: center;">MAHARASHTRA OIL INDUSTRIES LTD. Plot No.-102, Gupta Towers, Mumbai-411 211.</p> <hr/> <p style="text-align: right;">Date: 23/11/2012</p> <p style="text-align: center;"><u>NOTICE</u></p> <p>This is to inform all the members of the Board of Directors that a meeting has been scheduled on Saturday, 1 December 2012 to discuss some important issues. The meeting will be conducted in Conference Hall at the registered office of the company from 4.00pm to 7.00 pm.</p> <p>Kindly make it convenient to attend the meeting.</p> <p style="text-align: right;">Sd/-</p> <p style="text-align: right;">Ms. Shilpa Bhosale Secretary</p>	4 marks For Format	
	c)	<p style="text-align: center;">SUNNY HEAVY INDUSTRIES 14/52, Industrial Area, Chakan, Pune-411 111.</p> <hr/> <p style="text-align: right;">Date: 23/11/2012</p> <p style="text-align: center;"><u>MEMORANDUM</u></p> <p>From: Production Manager</p> <p>To: The Worker</p> <p style="text-align: center;">Subject: Excessive casual leaves of workers</p> <p>This is a serious issue to think about that the industry could not meet its production target for the month of October. The investigations regarding less production prove 'excessive casual leaves by workers' to be the major reason. This has also affected the financial status of the industry.</p> <p>All the workers are strictly instructed that continuation of such trend will result in reduction of their bonus.</p> <p style="text-align: right;">Sd/-</p> <p style="text-align: right;">Mr. S. S. Pawar Production Manager</p>	4 marks For Format	
			4 marks For Matter	



Que. No.	Sub. Que.	Model answers	Marks	Total Marks
4	A)	<p>Patil Balaso N. Flat No-4, Shivani, Pimpri, Pune-17. Date: 23/11/2012.</p> <p>To, The Manager, Raj Electricals, Princess Street, Mumbai-04.</p> <p>Reference: Your advertisement in daily Sakal dated 22/11/2012. Subject : Application for the Post of 'Electrical Engineer'</p> <p>Sir/Madam, With the reference to the above mentioned subject, I would like to apply for the post of 'Electrical Engineer' in your reputed organization. I have passed SSC and HSC from Maharashtra Board with 1st grade. I have completed B.E. (Electrical Engg.). I have more than 2 years experience as a Trainee Engineer in Sharma Electricals Ltd. Given an opportunity, I assure you to work honestly and do my best to prosper your organization. Waiting for your favourable reply. Thanking you,</p> <p>Yours faithfully, Mr. B. N. Patil</p> <p><u>Resume</u></p> <p>Mr. Patil Balaso N. Flat No.-4, Shivani.Complex, Pimpri, Pune-17. Mob.***** Email ID:*****</p> <p><u>Personal Details:</u></p> <p>Date of Birth : 12/06/1989 Health : Good Hobbies : Playing cricket, Singing songs. Nationality : Indian Languages Known : Marathi, Hindi, English.</p>	<p>2 marks For Format.</p> <p>2 marks for matter</p> <p>4 marks For resume</p>	8



Que. No.	Sub. Que.	Model answers	Marks	Total Marks																				
4.		<p><u>Educational Qualification:</u></p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Examination</th><th>Year of passing</th><th>Board /University</th><th>Marks</th></tr> </thead> <tbody> <tr> <td>1</td><td>B.E. (Electrical)</td><td>2010</td><td>Pune</td><td>80.25</td></tr> <tr> <td>2</td><td>H.S.C.</td><td>2006</td><td>Maharashtra</td><td>75.00</td></tr> <tr> <td>3</td><td>S.S.C.</td><td>2004</td><td>Maharashtra</td><td>71.00</td></tr> </tbody> </table> <p><u>Extra Curricular activities:</u></p> <ol style="list-style-type: none"> 1. Member of Sports Club, AISSMS College of Engineering 2. Won First prize in Paper Presentation 3. Participated in sports competition at inter departmental level. <p><u>Working Experience:</u></p> <p>01 August, 2010 till date: 'Junior Engineer' in Sharma Electricals Ltd, Pune. (Salary : 20,000/- in the scale of 18000-500-23000)</p> <p><u>References:</u> 1. Mr. R.K. Sharma Manager, Sharma Electricals Ltd, Pune. Contact: Mob.*****, Email ID:*****</p> <p>2. Mrs. R. R. Jadhav Principal, AISSMS College of Engineering, Pune. Contact: Mob.*****, Email ID:*****</p> <p>(Instructions: Format & details of resume can vary)</p> <p style="text-align: center;">S. N. PATIL POLYTECHNIC Plot No.-52, Shivajinagar, Pune-411 001.</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: right;">Date: 23/11/2012</p> <p>To, The Principal</p> <p style="text-align: center;">Subject: Report on the accident in the workshop</p> <p>Sir, With reference to the above subject, I regret to inform you about the accident that took place in our workshop. Date of accident: 22nd November, 2012. Place of accident: Workshop. Time of accident: 1.00 pm</p>	Sr. No.	Examination	Year of passing	Board /University	Marks	1	B.E. (Electrical)	2010	Pune	80.25	2	H.S.C.	2006	Maharashtra	75.00	3	S.S.C.	2004	Maharashtra	71.00	2 marks for format	8
Sr. No.	Examination	Year of passing	Board /University	Marks																				
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Que. No.	Sub. Que.	Model answers	Marks	Total Marks
4.		<p>Particulars of the accident:</p> <p>The accident took place while performing the practical of welding in the workshop. Master ABC was performing the practical in the workshop. While welding two iron rods, sparks fall on his clothes and he sustained serious burn.</p> <p>First Aid Help:</p> <p>Master ABC was immediately given first aid by our workshop attendant and later on he was sent to the nearby hospital as the wound was deep. The doctor admitted him to the hospital and treatment was given to him. The doctor suggested him to stay in the hospital for a week.</p> <p>Causes of the Accident:</p> <ol style="list-style-type: none"> 1. The overt reason of the accident was the lack of attention on the part of Master ABC. 2. The apron for performing the workshop practical was not worn by Master ABC. <p>Preventive Measures Suggested:</p> <ol style="list-style-type: none"> 1) The apron for performing the workshop practical must be worn by the students. 2) Training in safety measures should be given to the students. 3) Instruction charts should be displayed in the workshop. 4) All the activities must be carried out in the presence of supervisor only. <p>The above preventive measures should be implemented at the earliest to avoid any accident in the future.</p> <p style="text-align: right;">Yours faithfully/ Submitted by,</p> <p style="text-align: right;">Sd/-</p> <p style="text-align: right;">Supervisor In-Charge</p> <p style="text-align: center;"><u>OR</u></p> <p>B)b) SHARMA ELECTRICALS LIMITED 1242, Phase -II, Shivajinagar, Pune-411 001.</p> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: right;">Date: 23/11/2012</p> <p>To, The General Manager</p> <p style="text-align: center;">Subject: Report regarding fall in the production of LCDs and DVD Players</p> <p>Sir, With reference to the above subject, I regret to inform you that there is a sudden fall in the production of LCDs and DVD Players during the last three months. The details of production from July, 2012 are given below:</p>	<p>1</p> <p>1</p> <p>2</p> <p>2</p> <p>2 marks for format</p>	



Que. No.	Sub. Que.	Model answers	Marks	Total Marks																		
4.		Details of Production: <table border="1"><tr><th>Sr. no.</th><th>Items</th><th>July 2012</th><th>Aug 2012</th><th>Sept 2012</th><th>Oct 2012</th></tr><tr><td>1</td><td>LCD</td><td>2000</td><td>1900</td><td>1875</td><td>1825</td></tr><tr><td>2</td><td>DVD Player</td><td>2500</td><td>2450</td><td>2430</td><td>2400</td></tr></table>	Sr. no.	Items	July 2012	Aug 2012	Sept 2012	Oct 2012	1	LCD	2000	1900	1875	1825	2	DVD Player	2500	2450	2430	2400	02	
	Sr. no.	Items	July 2012	Aug 2012	Sept 2012	Oct 2012																
	1	LCD	2000	1900	1875	1825																
	2	DVD Player	2500	2450	2430	2400																
	<u>Reasons for the fall in production:</u> <div>1) Irregular supply of electricity is being faced by Production Department.</div> <div>2) Most of the spare parts are not available in the market.</div> <div>3) Many workers are on vacation which has affected the production.</div> <div>4) Assembling machines are not working properly.</div>	02																				
	<u>Suggestive measures:</u> <div>1) A power generation unit (a generator Set) can be set up in the company premises.</div> <div>2) The purchase department should have an additional stock of required spare parts.</div> <div>3) Workers vacations should be given alternatively ensuring the smooth running of production.</div> <div>4) Assembling machines should be serviced regularly.</div>	02																				
	<p>The above suggestions can be considered to avoid future fall in the production of LCDs and DVD Players.</p> <p style="text-align: right;">Yours faithfully/ Submitted by,</p> <p style="text-align: right;">Sd/-</p> <p style="text-align: right;">Production Manager</p>																					
5	a)	<p>Computer: Computer is an electronic device which is used for storing information. It is also used for entertainment like listening songs, watching videos, surfing internet and other related activities. A computer is made up of different components like keyboard, mouse, CPU, monitor, scanner, printer etc. When we give instruction with the help of keyboard and mouse, the data is processed in CPU and the desired output is displayed on the monitor. This data can be stored in the memory.</p> <p style="text-align: center;">OR</p> <p>Calculator: Calculator is an electronic device used for computing. It is made up of a numerical keypad, a small display and a cell. It works on cell or solar energy. The cell needs to be replaced after it gets discharged. We give some instructions like add, subtract, divide, multiply etc. with the help of keys on keypad. Scientific calculators help us in solving advanced mathematical problem. After processing the command, the desired outcome is shown on display.</p> <p>(Instruction: Information can vary.)</p>	04	16																		



Que. No.	Sub. Que.	Model answers	Marks	Total Marks
5	b)	a) Haptics: Haptics is related to human touch. Haptics means communication with the help of touch. Touch can communicate various messages. It can convey care, concern, affection, encouragement, friendliness, dislike, anger, contempt, violence and hate. The duration and intensity of touch also conveys messages.	01	
		Example: - Putting hand on friend's shoulder shows friendliness, concern or encouragement. Hugging shows love, affection and care. Holding on to person's arms shows companionship and trust. A push shows anger or resentment. Hitting a person shows intense anger or hurt. Holding a person's hand for a long time reflects care and intimacy.	01	
		b) Chronemics:- Chronemics is related to utilization of time. Chronemics is communication with the help of time. We use time to convey certain messages. If we do not wish to do something, we delay our action till it is unavoidable. Similarly when we wish to convey our dislike or annoyance with a person, we make him wait for a long time before meeting him.	01	
		Example- We have all experienced how difficult it is to meet a friend who has borrowed a book or some money from us. On the other hand, we may rush out of the bathroom to greet a long lost friend or a relative. Chronemics is a very effective code to convey messages in proper manner. (Instructions: Examples can vary)	01	
		c) Non verbal codes used- i) Raising of the index finger- Kinesics ii) Maintaining distance while talking to a senior- Proxemics iii) Looking at the 'watch time' again and again- Chronemics iv) Nodding of head- Kinesics	1 1 1 1	
	d)	Impact of sender's dress and appearance upon his communication: 1. A good dress code for the occasion speaks well of a person. 2. It is important for a speaker, who is to address a large audience to be well dressed. 3. It gains the attention from the audience. 4. Casual dress is not meant for official function as it reflects on the personality of a person. 5. Person's physical appearance and dress code gives information about the person. It shows person's status and attitude. (Instruction: Minimum Four points should be written. Points can vary.)	1 mark for each point	



Que. No.	Sub. Que.	Model answers	Marks	Total Marks																				
	e)	<p>Resume to be forwarded to ‘World-Wide Computers’</p> <p style="text-align: center;"><u>Resume</u></p> <p>Mr. Shinde Dilip N. Flat No.-4,Shivani.Complex, Pimpri,Pune-17. Mob.***** Email ID:*****</p> <p><u>Personal Details:</u></p> <p>Date of Birth : 12/06/1991 Health : Good Hobbies : Playing chess, Reading. Nationality : Indian Languages Known : Marathi, Hindi, English, French.</p> <p><u>Educational Qualification:</u></p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Examination</th><th>Year of passing</th><th>Board /University</th><th>Marks</th></tr> </thead> <tbody> <tr> <td>1</td><td>B.E. (Computer)</td><td>2012</td><td>Pune</td><td>82.25</td></tr> <tr> <td>2</td><td>H.S.C.</td><td>2008</td><td>Maharashtra</td><td>85.00</td></tr> <tr> <td>3</td><td>S.S.C.</td><td>2006</td><td>Maharashtra</td><td>86.00</td></tr> </tbody> </table> <p><u>Extra Curricular activities:</u></p> <ol style="list-style-type: none"> 1. Member of Sports Club, Pune. 2. Won First prize in Chess at state level 3. Participated in singing competition in college. <p><u>Working Experience:</u></p> <p>01 August, 2012 till date: ‘Junior Engineer’ in Rajeshwari Electricals Ltd, Pune. (Salary : 20,000/- in the scale of 18000-500-23000)</p> <p><u>References:</u> 1. Mr. R.D. Jadhav Gen. Manager, Raj Software Ltd, Pune. Contact: Mob.*****, Email ID:*****</p> <p>2. Mrs. R. K. Jadhav Principal, JK College of Engineering, Pune. Contact: Mob.*****, Email ID:*****</p> <p>(Instructions: Format & details of resume can vary)</p>	Sr. No.	Examination	Year of passing	Board /University	Marks	1	B.E. (Computer)	2012	Pune	82.25	2	H.S.C.	2008	Maharashtra	85.00	3	S.S.C.	2006	Maharashtra	86.00	04	
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Que. No.	Sub. Que.	Model answers	Marks	Total Marks
6.	A) a)	<p style="text-align: center;">RASIK ELECTRICAL AND ELECTRONICS 86/92 Phase- I, MIDC, Mumbai-400 012.</p> <hr/> <p style="text-align: center;">Ref. No: REE/2012-13/1258 Date: 23/11/2012</p> <p>To, The General Manager Raj Computers Ltd. Shivajinagar, Pune-411002.</p> <p style="text-align: center;">Kind Attn.: Mr. T. A. Jadhav</p> <p style="text-align: center;">Your Ref: Delivery challan no. RCLS/9301 dated 20/11/2012, for 500 Computers.</p> <p>Dear Sir,</p> <p style="text-align: center;">Subject: Computers are not according to the specification</p> <p>This refers to your supplies of Computers vide the above mentioned delivery challan.</p> <p>We regret to state that on inspection of the above consignment, it was found that the Computers that we purchased from you are not according to specifications we asked for.</p> <p>We request you to check our order and your records to make sure about the specifications. We also request you to replace all 500 computers as per our specification within a month at your own cost.</p> <p>We would appreciate your action at the earliest.</p> <p>Thanking you,</p> <p style="text-align: right;">Yours faithfully, Sd/- Mr N K Ahir Manager-Materials</p> <p>Encl: Photocopy of Delivery Challan.</p> <p style="text-align: center;"><u>OR</u></p>	4 marks for Format	08

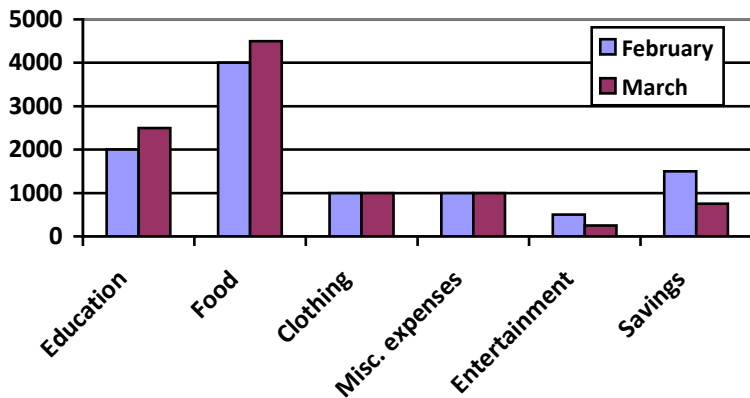
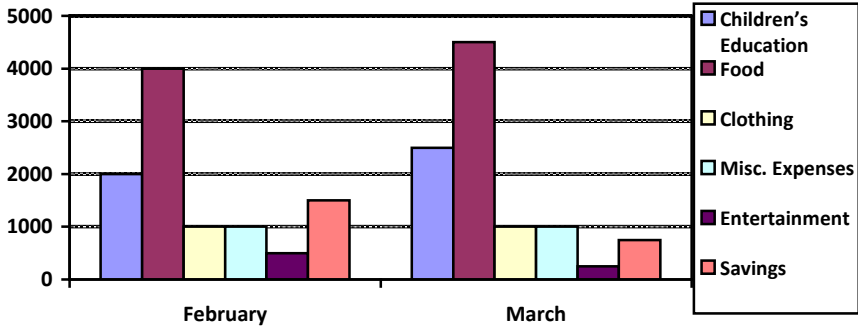


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6.	A) b)	<p style="text-align: center;">PIONEER POLYTECHNIC <u>Plot-524, Katraj-Mumbai road, Warje, Pune-411012.</u></p> <p>Ref. No: PP/2012-13/Enquiry/1257 Date: 23/11/2012</p> <p>To, The Manager(Marketing), Messrs Scientific Equipment Suppliers, M.G. Road, Mumbai-8.</p> <p style="text-align: center;">Kind Attn: Mr. R. D. Bhosale</p> <p>Dear Sir</p> <p style="text-align: center;">sub : Inquiry for Physics laboratory equipments</p> <p>We are one of the renowned polytechnics in Maharashtra. In order to conduct the physics practical, we have following requirement of Physics laboratory equipments for the academic year 2013-2014:</p> <table><tr><th>Sr. no.</th><th>Equipment</th><th>Quantity</th></tr><tr><td>1</td><td>Vernier Caliper</td><td>15</td></tr><tr><td>2</td><td>Micrometer Screw Guage</td><td>10</td></tr><tr><td>3</td><td>Travelling Microscope</td><td>15</td></tr><tr><td>4</td><td>Searl’s Apparatus</td><td>10</td></tr></table> <p>Kindly inform us about the above mentioned equipment alongwith ex-factory prices, delivery period and pay terms and conditions at the earliest.</p> <p>Looking forward to receiving your most competitive offer at an early date.</p> <p>Thanking you</p> <p style="text-align: right;">Yours faithfully, Sd/- Mr. A. Y. Thakur Laboratory Incharge (Physics)</p>	Sr. no.	Equipment	Quantity	1	Vernier Caliper	15	2	Micrometer Screw Guage	10	3	Travelling Microscope	15	4	Searl’s Apparatus	10	4 marks for Format	
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