A Laboratory Manual for

Effective Technical Communication (3130004)

B.E. Semester 3 (All branches)

Institute logo



Directorate of Technical Education, Gandhinagar, Gujarat

Effective Technical Communication (3130004)

Lab Manual is prepared by

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Certi	ificate
This is to certify that Mr./Ms	
Enrollment No.	of B.E. Semester
Engineering of this Institute	(GTU Code:) has satisfactorily
completed the Practical / Tutorial wo	ork for the subject Effective Technical
Communication (3130004) for the ac	eademic year
Place:	
Date:	
Name and Sign of Faculty member	
Iead of the Department	

Preface

Main motto of any laboratory/practical/field work is for enhancing required skills as well as creating ability amongst students to solve real time problems by developing relevant competencies in the psychomotor domain. By keeping in view, GTU has designed competency focused outcome-based curriculum for engineering degree programs where sufficient weightage is given to practical work. It shows the importance of enhancement of skills amongst the students and it pays attention to utilize every second of time allotted for practical amongst students, instructors and faculty members to achieve relevant outcomes by performing the activities rather than merely studying theory. It is essential for effective implementation of competency focused outcome-based curriculum that every practical is keenly designed to serve as a tool to develop and enhance relevant competency required by the various industries among every student. These psychomotor skills are very difficult to develop through traditional chalk and board content delivery methods in the classroom. Accordingly, this lab manual is designed to focus on the industry-defined relevant outcomes, rather than old practice of conducting practical to prove concepts and theory.

By using this lab manual students can go through the relevant theory in advance before the actual performance which creates an interest and students can have basic ideas prior to performance. This in turn enhances predetermined outcomes amongst students. Each activity in this manual begins with course outcomes as well as practical outcomes (objectives).

This manual also provides guidelines to faculty members to facilitate student centric lab activities through each activity by arranging and managing necessary resources in order. It also gives an idea of how students will be assessed by providing assessment criteria.

Utmost care has been taken while preparing this lab manual however there are chances of improvement. Therefore, we welcome constructive suggestions for improvement and removal of errors if any.

Practical – Course Outcome matrix

Course Outcomes (COs):

At the end of the course students will be able to:

- 1. Define and discuss dynamics of Verbal and Non verbal aspects of Communication.
- 2. Write various documents of technical and professional communication.
- 3. Communicate in diverse formal situations taking place in the organization.
- 4. Illustrate and examine the knowledge of ethical aspects of engineering.
- 5. Demonstrate and explain social and professional etiquettes.
- 6. Plan self-development and practice self-assessment.

Sr. No.	Objective(s) of Activity	CO 1	CO 2	CO 3	CO 4	CO 5	CO 6
1.	To develop the skills of students for writing formal letters required for technical as well as professional communication.		\checkmark				
2.	To develop the skills of students for writing formal reports required for technical as well as professional communication.		V				
3.	To develop communication skills of students keeping in mind verbal as well as non verbal aspects through rigorous practice of Group Discussion.			√			
4.	To develop dynamics of verbal and non verbal aspects of communication through real life situations in Role Play.	1					
5.	To develop the skills of students for writing application letters along with a resume required for technical as well as professional communication.		V				
6.	To develop verbal and non-verbal communication skills for social and professional etiquettes while conducting meetings and writing minutes of meeting.		~				
7.	To inculcate ethical aspects in budding engineers, to acquire understanding of social and professional skills and promote planning and practice of self-development and self-assessment through provided Case studies.				√	√	√
8.	To practice communication skills – both verbal and non – verbal in professional surroundings through negotiation; keeping in mind the professional and social etiquettes through Mock Interview.			V			
9.	To practice effective communication skills – both verbal and non – verbal keeping in mind the professional and social etiquettes through Presentations.			√			
10.	To develop the skills for writing Review Document.			V			

Index (Progressive Assessment Sheet)

Sr. No.	List of Activities	Hrs.	Page No.	Date of submission	Assessment Marks	Sign. of Teacher with date	Remarks
1.	Formal Letters	04					
2.	Report Writing	02					
3.	Group Discussion	04					
4.	Role Play	02					
5.	Cover letter and Resume writing	02					
6.	Conducting Meetings and writing Minutes of the Meeting	02					
7.	Case studies on Ethics, Professional etiquettes and Self - Development	04					
8.	Mock Interview	04					
9.	Presentations	04					
10.	Book Review	02					
11.	Practical Assessment : Viva	02					
	Total		ı				

Formal Letters

Date:

No. of hours to be dedicated: 04

Relevant CO: 2

Objectives: To develop the skills of students for writing formal letters required for technical as well as professional communication.

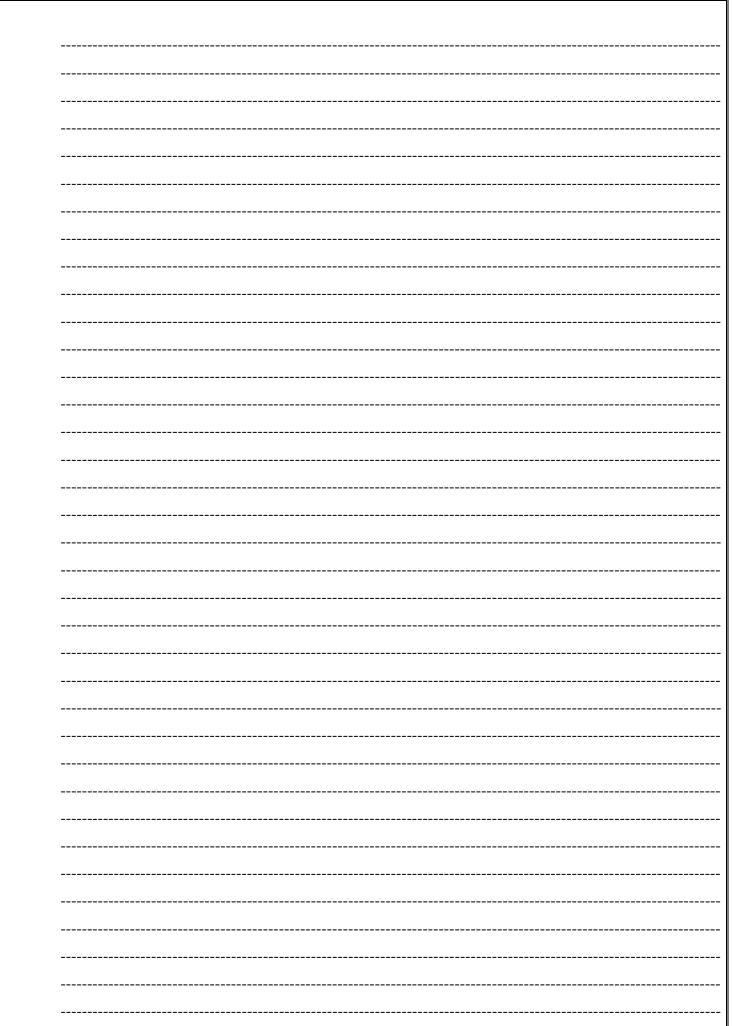
Theory:

- Inquiry letter: are written to inquire about status of something, to inquire about the product or services, catalog
- Response to inquiry: are written in reply to inquiry by the prospective customer
- Order letter: are written to place an order for product or service
- Complaint letter: are written to lodge a claim or complaint and ask for replacement, reparation or compensation
- Adjustment letter: are written for answering claim/complaint letter how the claim shall be taken care with fill/partial agreement
- Recommendation letter: are written for positive endorsement of a candidate's strength and framing them as an ideal candidate for the task
- Appreciation letter: are written for appreciation of someone's generally an employees' contribution
- Apology letter: are written for acknowledgement of wrongdoing, mistake or misunderstanding
- Acknowledgement letter: are written as a receipt which confirms the reception of certain documents, recognition of a fact, a situation, an event that has taken place
- Sales letter: are written to launch the product or to inform the prospective users about new product or service

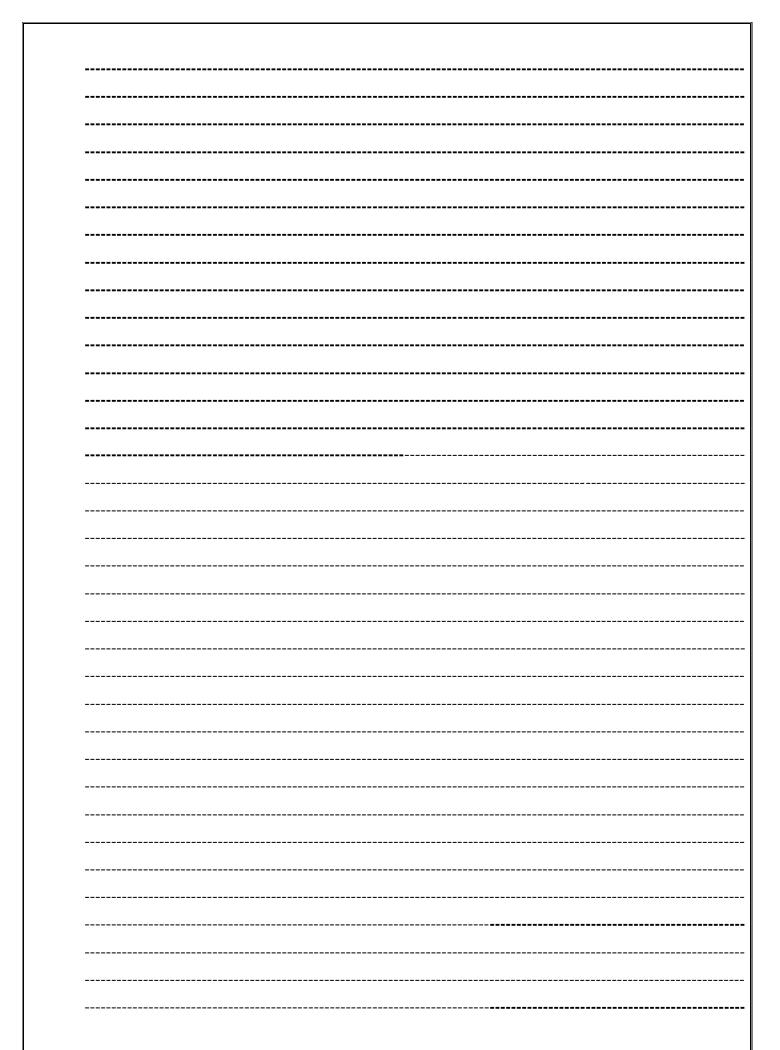
Task: (Teacher can assign any five letters as per discretion)

- 1. Write a letter inquiring about the new minor course floated by the Gujarat Technological University, Ahmedabad and its benefits considering the future prospects of the course.
- **2.** As Mr. Mukesh Mehta, the manager of Circuit House, Sector 20, Gandhinagar, write a letter to Kiran Electronics Ltd., New Market, Bhopal calling for the illustrated catalog and quotation of certain electronic goods required by your firm.
- **3.** As a sales correspondent of Kiran Electronics Ltd., New Market, Bhopal, respond to the inquiry made by Mr. Mukesh Mehta, Manager, circuit house, Sector 20, Gandhinagar regarding illustrated catalog and quotation of your products.
- **4.** You are the purchase supervisor of The Millennium School, Majitha Road, Amritsar. Write a letter to Punjab Goods, Waraich Road, Bhatinda ordering stationery items (notebooks, writing pads, pens, pencils, erasers, scales, A4 size papers, stamp pads).
- **5.** You are the purchase supervisor of The Millennium School, Majitha Road, Amritsar. You had placed an order for stationary items to Punjab Goods, Waraich Road, Bhatinda. Write a letter to the Sales Manager complaining about the damaged and insufficient stationary items delivered by them.
- **6.** You are the branch manager of Anna tours and travels, Ghanchi Bawli, Hyderabad. Your employee Srivenu has arranged the highest number of tours with the customer satisfaction in the year 2021. The company did good business. Draft an appreciation letter to appreciate his contribution to the company.
- **7.** You are an employee of Maratha Infotech Pvt. Ltd., Kolhapur. For some reason, you have been reaching late to your office. Your boss, the manager Mr. Rajesh Wagle has asked for an explanation through letter no: MIPL/1254. Draft an apology letter with logical explanation and measures you would take in future.
- **8.** As an owner of Messi Electricals Pvt. Ltd., Kalighat, Kolkata, you had ordered the electrical items (fans, lights, bulbs, wires, switchboards, pipes etc.) from Balbhadra Electricals Pvt. Ltd., Industrial estate, Jharsuguda. You have received all the items as per your order. Draft an acknowledgement letter for the same.
- 9. You are teaching in SVNIT, Surat as an Assistant Professor in your respective department. Your

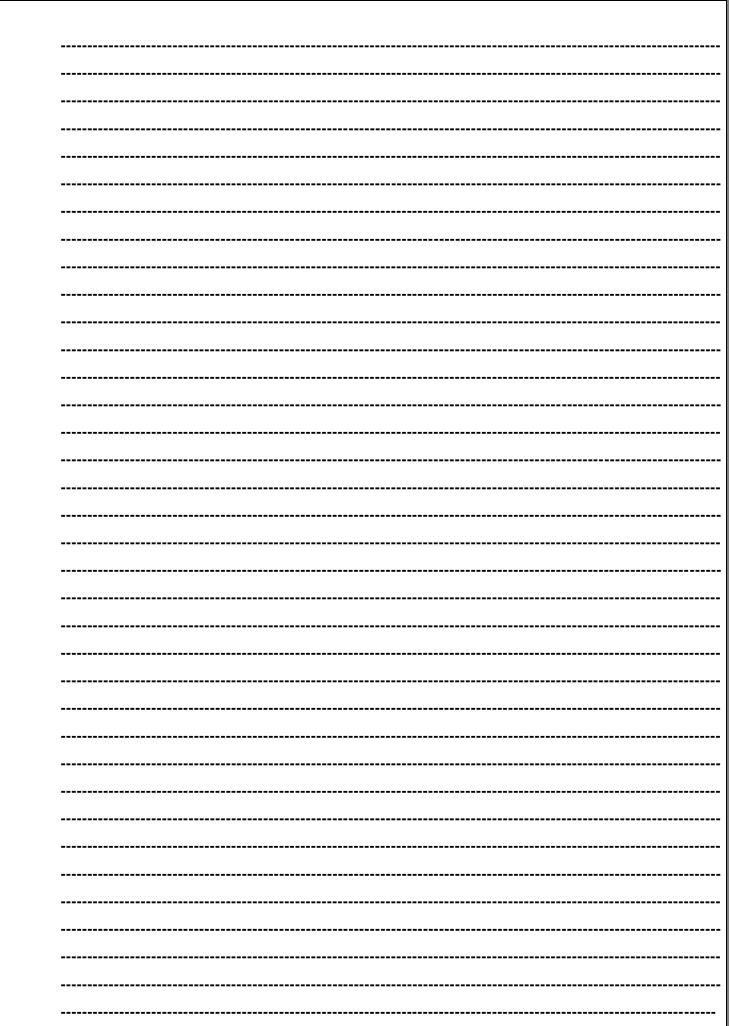
as well as his participation in co curricular and extracurricular activities.
10. Write a letter to the customer to promote/ advertise the new mobile phone - "Kio 12" that you company has launched. You are the marketing manager of Novice Mobiles Pvt. Ltd. near Brigad Road, Bangalore.
Letter no



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Report Writing

Date:

No. of hours to be dedicated: 02

Relevant CO: 2

Objectives: To develop the skills of students for writing formal reports required for technical as well as professional communication.

Theory:

It is a description of an event carried back to someone who was not present on the scene. It includes careful investigation, sound thinking, logical organization and clear writing.

Types of report:

Letter form

Memorandum Form

Letter – text combination form

Structure of the report:

(1st Page)

- Heading or title
- Prepared by: Name and designation
- Submitted to: Name and designation
- Date

(2nd Page)

Introduction

- 1. Reference
- 2. Subject of study
- 3. Problem statement

(3rd Page)

Findings/ Problems/ Causes

(4th Page)

- Recommendations
- Signature

Task

1. As sales manager of a Lenskart company, you conducted a market survey and found that there is a considerable decline in the sales of your product. Assess your result by writing a short report on your market survey and also suggest steps required to boost the sales of your product.

(In examination any format of report can be asked)

OR

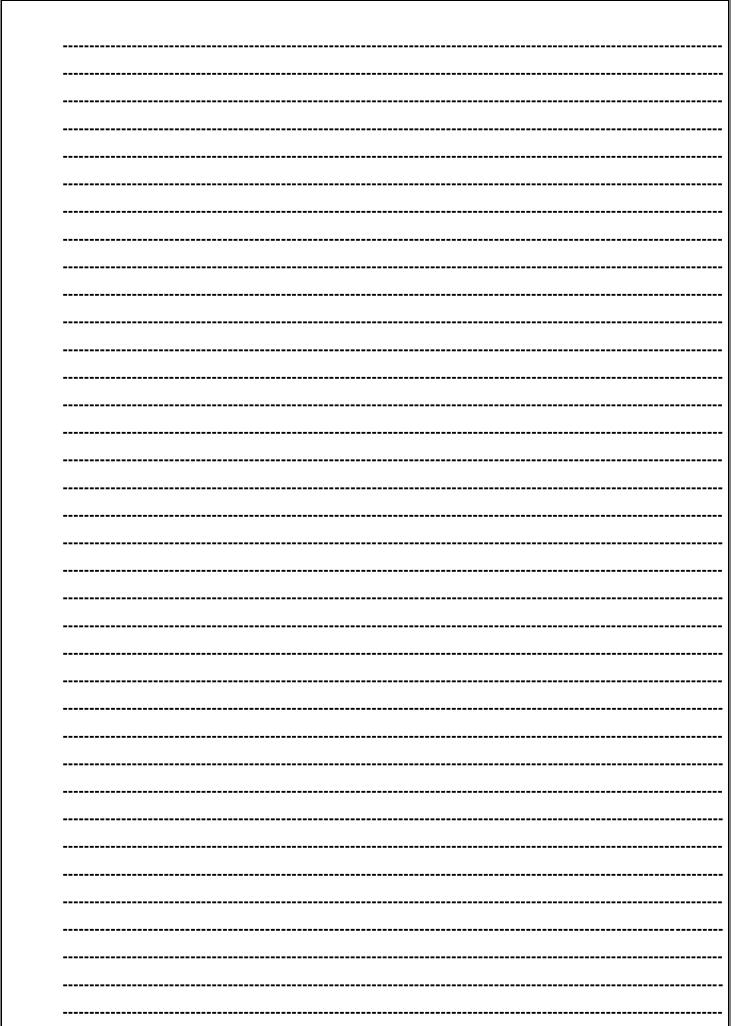
The District Collector, Surat, is concerned about the rapid increase in the number of road accidents in Surat. The Commissioner, Surat Municipal Corporation, Surat, has been asked to submit a report investigating the causes and suggesting measures to improve the situation. Prepare an outline for the above report.

2. A company is considering a proposal to establish a new factory in your town. The Managing Director has asked you to write a report on the suitability of the place for the establishment of this factory. For this report, an outline is provided below. Study it carefully and rewrite it in accordance with the principles of coordination, subordination, phrasing, numbering, ordering, etc.

Establishment of a New Factory Outline

- 1. Introduction
- 2. Fire fighting and Communication facilities
 - a. (a) Telephone (b) Fax (c) Films (d) Games
- 3. Education and Entertainment facilities
- 4. How is the market: A. Potential B. General
- 5. Labour from Local and other plants
- 6. Raw materials Cost
- 7. Transport facilities
- 8. Rail, road, air Connectivity
- 9. Raw materials:
 - (a) Building (b) Infrastructural
- 10. Recommendations
- 11. Conclusions

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Group Discussion

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	Date:
	No. of hours to be dedicated: 04
	Relevant COs: 3
	Objectives: To develop communication skills of students keeping in mind verbal as well as nor verbal aspects through rigorous practice of Group Discussion.
	Theory:
	A group discussion is a discussion between a group of participants on a given subject. A group
	discussion typically forms a part of the selection process used by organizations and educational institutions.
	Task
1	The teacher will provide the topics for group discussion from fields like current events, education
	relevance of technology, social reforms etc.
	Space for points for discussion

Criteria f	for assessmen	nt:					
Criteria	Kinetic	Linguistic	Paralinguistic	Content	Concept	Total	
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^{*} As it's a practical activity, teachers must focus on speaking skills and non – verbal communication and not just on the written points mentioned for the discussion for marking the activity.

Role Play

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No. of hours to be dedicated: 04

Relevant COs: 1

Objectives: To develop dynamics of verbal and non-verbal aspects of communication through real

life situations in Role Play.

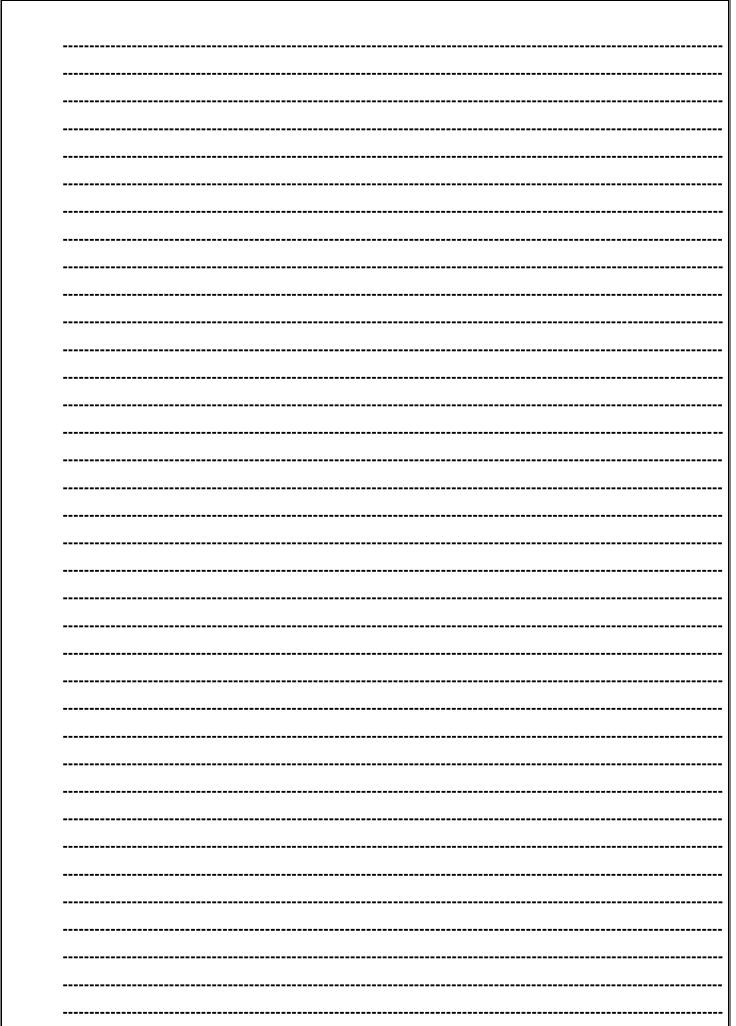
Theory:

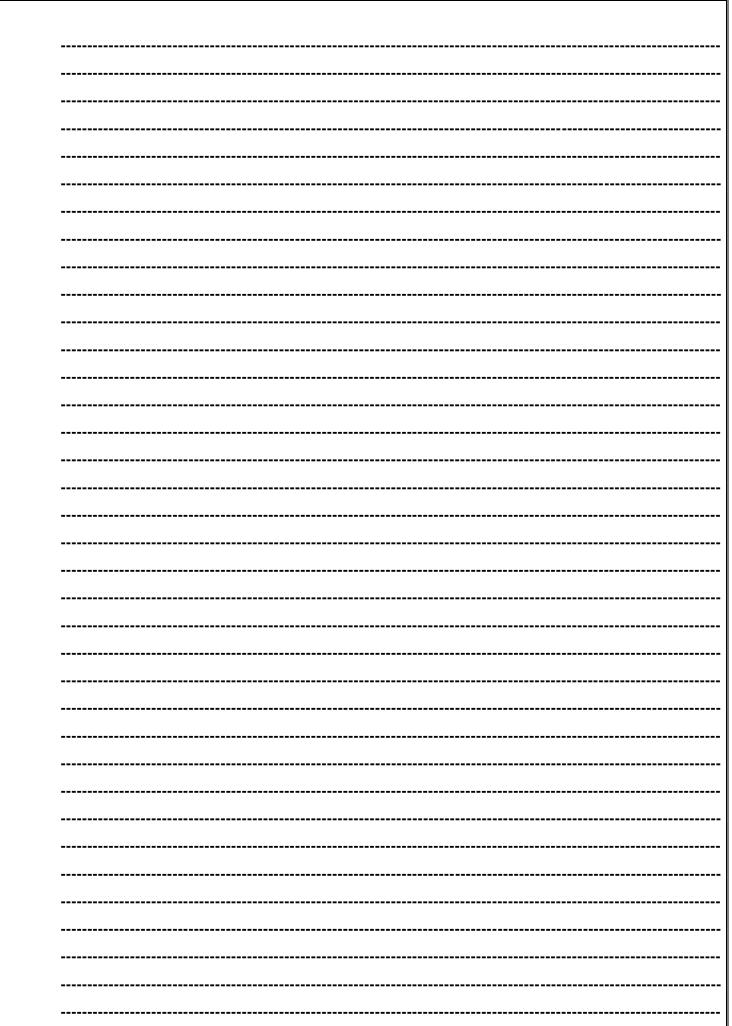
Role-play is any speaking activity when you either put yourself into somebody else's shoes, or when you stay in your own shoes but put yourself into an imaginary situation.

Task

Teachers will sort the students into groups and give them situations like...At the market, at the post office, at the bank, at the railway station, at the airport, at the gym etc. And students will write the script (dialogues).

Space for Role Play Script





Criteria for assessment:

Criteria	Kinetic	Language	Paralinguistic	Content	Speech	Total
	features		features		Clarity	
	/ 2	/ 2	/ 2	/ 2	/ 2	/ 10
Marks						

^{*} As it's a practical activity, teachers must focus on aspects of verbal and non – verbal communication and not just on the written script mentioned in the task section.

Resume Writing

Date:

No. of hours to be dedicated: 02

Relevant CO: 2

Objectives: To develop the skills of students for writing formal letters required for technical as well

as professional communication.

Theory:

Resume is always attached with an application letter, also known as a cover letter. Resume is a brief summary of personal and professional experiences, skills and education. There are three basic formats for resume; reverse – chronological, functional and combination.

Mandatory details to be included in the resume:

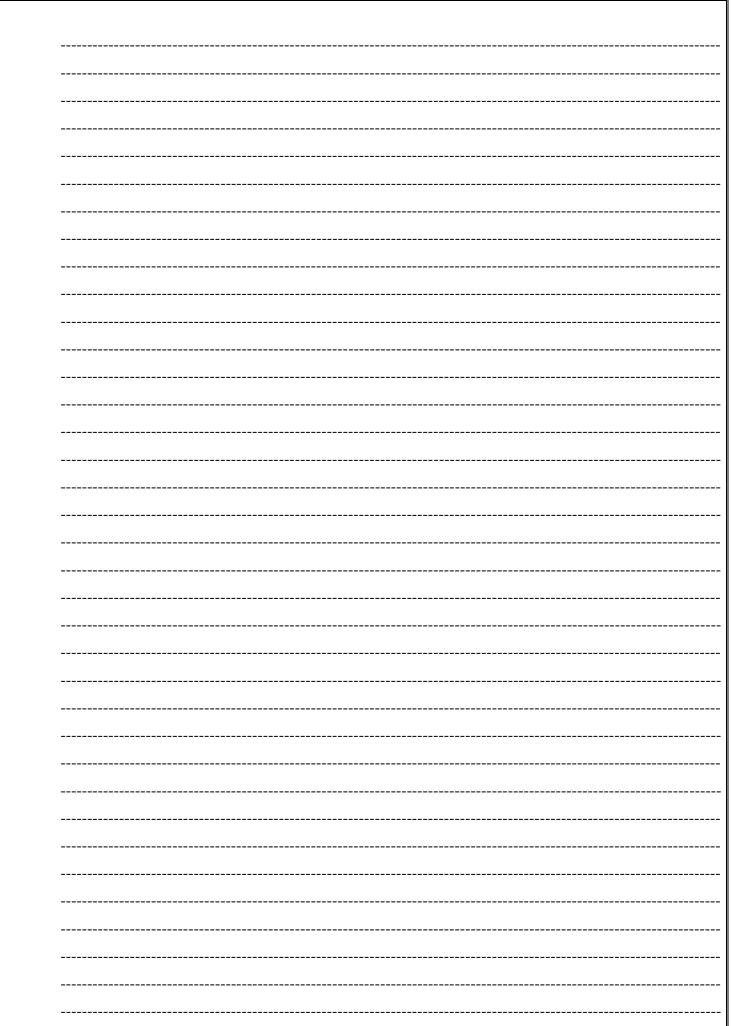
- Name
- Address
- Telephone no.
- Email id
- Date of birth
- Educational profile tabular form of the same is preferable
- Special achievements
- Co curricular and extra curricular activities
- Areas of interest
- Skills and Hobbies

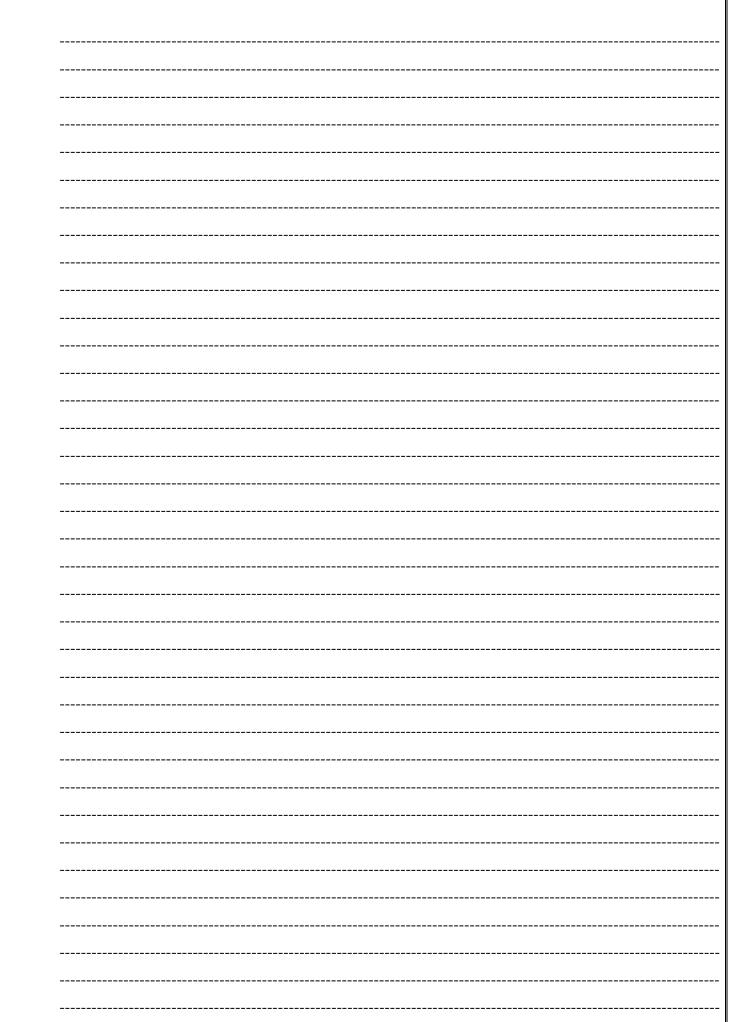
Task

Prime Focus Limited, Mumbai requires a Technical Resource Assistant and Branch Sales manager at their Pawai Branch office. Apply for the post with a cover letter and resume focusing on the skills required for the same.

Use Google Drive Resume formats by following steps.

• Google Drive - New - Document - Template - Resume Templates





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Conducting Meeting and Writing Minutes of Meeting

Date:

No. ofhours to be dedicated: 02

Relevant COs: 2

Objectives: To develop verbal and non-verbal communication skills for social and professional etiquettes while conducting meetings and writing minutes of meeting.

Theory:

Steps to be followed:

- 1. Deciding Agenda: Agendas are the points to be discussed in the meeting.
- 2. Required Information to write the **Notice** for the Meeting.
- Agenda
- · Date & Time (duration) of the Meeting
- Venue
- · Who will attend the Meeting?
- · Who is going to call the meeting?
- · Structure of the Notice

Note: (Format of Notice will be discussed by the Teacher)

- 3. Actual Meeting to be conducted on decided day and time.
- **4. Writing Minutes of Meeting:** The Minutes Meeting are the official record of what happened / discussed / decided during a meeting. The Minutes of Meeting serve as an outline, a written record for anyone unable to attend, and to use for future reference.

The information to be included in Minutes of Meeting:

- · Date, time & Venue
- Present Members
- · Absent Members
- · Agenda wise discussion and outcome of the discussion (decision taken)
- · Next Meeting Date or Month
- · Submitted by..... Signature
- · Approved by..... Signature

Note: (Format of Minutes of Meeting will be discussed by the Teacher)

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You are the Tech-fest Coordinator of your college. You need to conduct a meeting to plan for the upcoming Tech-fest of your college.

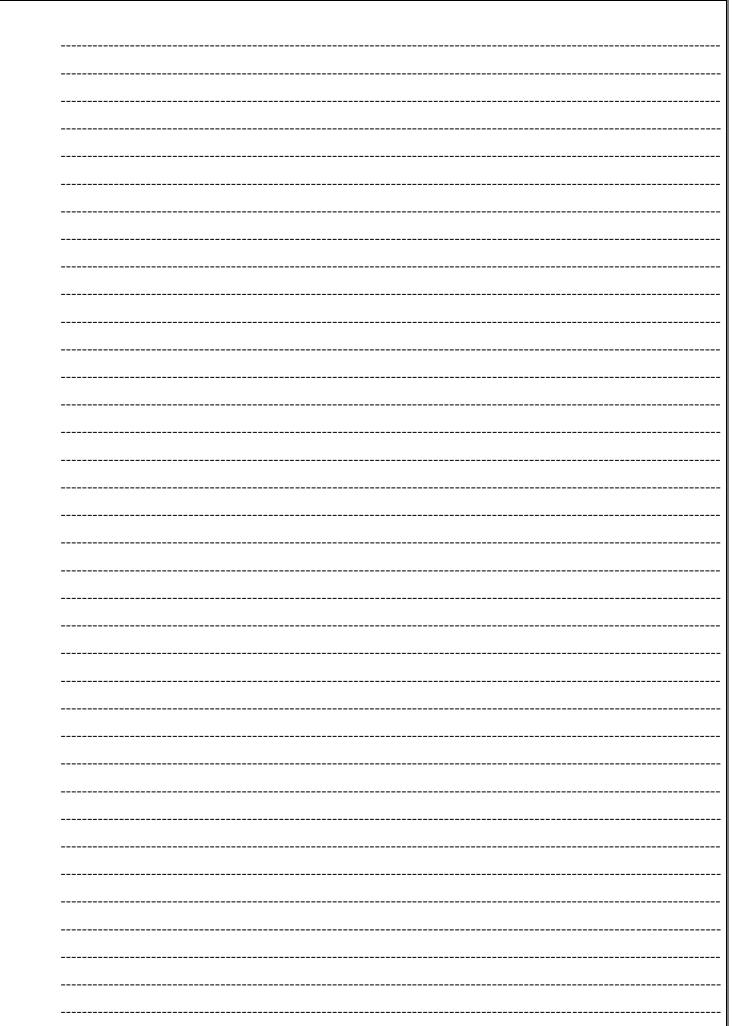
- 1. Decide the Agenda of the meeting
- 2. Prepare a Notice for the Tech-fest committee Members of All departments including Faculty coordinator.
- 3. Conduct the Mock Meeting as per the decided agendas. (Assign the responsibility to someone for noting down the decision taken in the meeting.)
- 4. Based on the discussion of the meeting, prepare and write Minutes of Meeting.

Suggestion: Teacher can form students groups (minimum 5 in each group)

To see the MOM sample templates go to - https://meetingnotes.com/blog/3-examples-of-meeting-minutes-free-templates

	ed) that you have decided for the meeting.
Write Notice in the space provided below	w.

• Wri	te the Minutes of Mee	eting in an appro	priate format in t	he space provide	d below



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Criteria fo	or Assessment:				
Criteria fo	T	Participation	Over all	Ovarall	Total
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	Understanding of concepts & Structures of Notice	in Mock Meeting Task		Written Presentation	
	Understanding of concepts &	in Mock	Language	Written	

Ethics, Professional Etiquettes and Self Development

Date:

No. of hours to be dedicated: 06

Relevant COs: 4,5,6

Objectives: To inculcate ethical aspects in budding engineers, to acquire understanding of social and professional skills and promote planning and practice of self-development and self-assessment through provided Case studies.

Theory:

- · Ethics in Engineering
- · Telephone etiquettes
- · Etiquettes for foreign business trips
- · Visits of foreign counterparts
- · Etiquettes for small talks
- Respecting privacy
- · Learning to say NO
- · Self-development and Assessment:

Note: The teacher will explain and discuss the theory in the theory class.

Tasks

1. You are a civil Engineer and doing your job at a construction site. You have a doubt that the seni
supervisor does not maintain the standard ratio of Cement and send it to prepare the concrete. T
quality of the steel is also not as per the standard norms. When you try to interfere in this matter ye
find all the other people at sight try to ignore the matter. What will you do? How will you handle t
situation with reference to the Ethical problem solving that has been discussed in your class?

	·
	re to receive an urgent online voice call meeting with your boss on your mobile phone. In the your boss is going to give you important instructions regarding upcoming projects.
What wi	ll you take care of before the call and during the call?
	·

3. You a	re the business development manager of Tata Electronics Pvt. Ltd. You are going to Canada for
a busines	ss meeting and presentation to your client.
a. What l	kind of preparation will you make before going abroad on a business trip?
b. What	will you take care of during the meeting and presentation?

	What will you do to show that you respect your colleagues' privacy?
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5. In	a personal function, you see that Mr. Patel (the manager of a reputed company) and just a few steps away from you. You want to take a chance and talk with him
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own wor	of your colleagues come to you for their work. You always help them at the cost of you
O WIL WOL	k. But now it is enough. You want to say NO. What possible reasons can you give for
	O to your colleagues?
saying iv	s to your concugues.
7. Your fo	reign clients from Canada are going to visit your company for a meeting with a purpose to
	reign clients from Canada are going to visit your company for a meeting with a purpose to siness relationships. What kind of preparation will you make and what will you take care
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8. Yo	u are the Director of a leading Engineering institute in the city. The institute is plant
organ	se an interview under your observation for the selection of the teachers. Before a few days
interv	iew, you get a call from the chief Secretary of the State requesting you to favour one
candi	lates who is his close relative for the appointment in your institute. The Chief secretary al
you tl	at if you do him this favour, he will grant more funds for your institute in the next year
-	nding issues of your college will be solved. But he also said that if you do not act as per hi
_	l create problems for him and his institute in future.
•	Is this an ethical problem? Which ethics / values are involved in this matter?
•	Which are the options that you can see in this case?
•	Which option would you choose? Why?
•	Which option would you choose? Why?
•	Which option would you choose? Why?
	Which option would you choose? Why?
	·

9. You are the Director of the rend	owned Drugs Company in the country. You scientists have
discovered that if a medicinal plant is	s used in making of drugs for Polio, the rural people can have
solution to the Polio disease forever.	But the making process of this drug is very costly and th
company will not get the customer in	urban area. The most of the people who need this drug are poo
people. so it will be a profitable busine	ess. As a Director of the company.
people: so it will be a promuele ousling	2001 115 a 2 needor or the company,
What kind of decision would you take?	Why?
10. If you start a new business and you	want to include your family members as employees.
On what basis will you recruit them so	that it becomes ethical?
Do you think it is ethical? (Any criter	ia you will decide for recruitment for your family members?)
` `	
·	

11. Rajesh is running an NGO to help Orphan children. He received a government grant of Rs.5 lac a project to teach the orphan children, who work at shops, tea-stalls, do boot-polishing etc. A y passed, but Rajesh managed to utilize only 2 lac rupees from the grant. Though he tried his best, couldn't manage to educate all the orphan children for one or the other reason. Now the situation that Rajesh has to return all the unspent money back to the government by the end of the financy year. But other members of the NGO suggested the following options.	ear he
1. If we honestly return Rs. 2 lac back, then government officials will think we have not worked well our NGO and they'll reduce our grant for next year or they may not give us grant money for the nyear.	
2. We should take help from CA to manipulate our account books and show the majority of the gray was utilized for education.	ant
3. Many other NGOs do the same thing- there is no problem – nobody will raise any objection, as least we give 10% of the grant to the Officer in charge of this project.	ong
Questions: Do you have any other option? What would you do if you were at Rajesh's place? Why	,

12. You are the Principal of the Reputed College. One of the most intelligent students of the College comes
to you with a request for a small upwards revision in his marks. He got 94% in the final semester. But, it needs a
minimum 95% or above in each semester to qualify for higher studies in all other reputed Universities abroad.
He insists that you should help him arguing that he is a very brilliant student and this will also increase the
reputation of the college in the country.
Would you increase the marks taking into consideration his good academic record and future prospects? WHY?
Justify

Criteria	Understanding of Relevant Concepts /3	Language /3	Solution / Response to the situation /4	Total /10
Marks				

Mock Interview

Date:

No. of hours to be dedicated: 04

Relevant COs: 3

Objectives: To practice communication skills – both verbal and non – verbal in professional surrounding through negotiation; keeping in mind the professional and social etiquettes through Mock Interview

Note for the Teacher: The teacher will explain and discuss the verbal and non-verbal aspect of formal communication to prepare the students for the Mock Interview task with reference to the following points in the class.

- Preparation before the Interview
- What to take care during the Interview
- What to take care after the Interview

Then, the Mock Personal interview for the students will be conducted in the Lab sessions and the individual feedback should be given to the students for their further improvement. The students can also be given some sample questions for preparation.

- a. Introduce yourself.
- b. What do you want to do in your life?
- c. How would you describe your ideal job?
- d. Why did you choose this career?
- e. What goals do you have in your career?
- f. What is success for you?
- g. Describe the situation in which you were successful.
- h. Can you adjust in a team? How?
- i. What motivates you?
- j. Why should I hire you?
- k. What are your long term and short term goals?
- 1. What do you see yourself doing five years from now?
- m. Which major problem have you dealt with recently?
- n. Can you handle pressure?
- o. What are your strengths?
- p. What are your weaknesses?

- q. Describe yourself in five words.
- r. Who were your favorite teachers? Why?
- s. Do you have any plans for further education?
- t. What qualities should a professional possess while doing a job?
- u. Is money important to you?

Criteria	Dressing /2	Body Language /2	Com. Skills /2	Knowledge/ Responses /2	Overall Impression /2	Total /10
Marks						

Presentations

Date:

No. of hours to be dedicated: 04

Relevant COs: 3

Objectives: To practice effective communication skills – both verbal and non – verbal keeping in mind the professional and social etiquettes through Presentations.

Note for the Teacher: The teacher will explain and discuss the verbal and non-verbal aspect of formal communication to prepare the students for the Presentation Task with reference to the following points.

· Preparation before the Presentation

· How to prepare presentation: Written / Oral

· What to take care during the Presentation: Introduction, Middle & Conclusion

The topics for presentation should be given in the beginning of term so that the students can get enough time for preparing the presentations. The topics can be selected from the syllabus or the students can also choose the topic other than the syllabus with the prior consent of the subject faculty.

Criteria	Body	Grammar/	Presentation	Concept	Overall	Total
	Language	Language	Mode	Clarity	Presentation	/10
	/2	/2	/2	/2	/2	
Marks						

Book Review

Date:
No. of hours to be dedicated: 02
Relevant COs: 2
Objectives: To develop the skills for writing Review Document
Note for the Teacher: The teacher will explain and discuss the theoretical and structural aspects for
writing book Review. The list of the books is given in the syllabus document. The book other than the
list can be selected with prior permission of the subject faculty. If necessary, the students can also
search for such reviews done in the past for their reference. The teacher may ask the questions
regarding the book while assessing the task.
Task: Write a book Review in the provided space below.
Name of the Book:
Name of the Author:
Publication:
ISBN No:
Price:
Total No. of Pages in the Book:
Main Characters in the Book:

nmary / Plot / Theme			

Any Quote / L	ines that you lik	e the most fro	m the book:		

Criteria	Understanding of the Content /2.5	Overall Language /2.5	Grammar /2.5	Overall Presentation /2.5	Total /10
Marks					

Books suggested for Review:

- 1. You can Win by Shiv Khera
- 2. How to Win Friends and Influence People by Dale Carnegie
- 3. Getting Things Done: The Art of Stress Free Productivity by David Allen
- 4. Quiet: The Power of Introverts in the World they can't stop Talking by Susan Cain
- 5. The Alchemist by Paulo Coelho
- 6. The 7 Habits of Highly Effective People by Stephen Covey
- 7. What to say when you talk to yourself by Dr.Shad Helmstetter
- 8. The big leap by Gay Hendricks
- 9. Thinking Fast and Slow by Daniel Kahneman
- 10. The Art of Thinking Clearly by Ralf Dobelli
- 11. Upside Down Key by Sudha Murthy
- 12.Born to be Happy by Pramod Batra
- 13.Kiss that Frog by Brian Tracy
- 14.Build from Scratch by Vineet Bajpai
- 15. Tenmuch by A G Krishnamoorthy
- 16.Poor Little Rich Slum by Rashmi Bansal
- 17.Our Iceberg is Melting by John Paul Cotter
- 18. Most and More by Mahatria Ra
- 19. Third Curve by Mansoor Alikhan
- 20. Selected Short Stories by Rabindranath Tagore Edited by William Radice
- 21. That Thou Art by Dhruv Bhatt
- 22.Old Man and the Sea by Ernest Hemingway
- 23.Rich Dad Poor Dad by Robert Kiyosaki
- 24. The Monk Who Sold His Ferrari by Robin Sharma
- 25. Who Moved My Cheese? By Dr Spencer Johnson
- 26. The Business of the 21st Century by Robert Kiyosaki
- 27.My Experiments with Truth by Mahatma Gandhi
- 28. Five Point Someone by Chetan Bhagat
- 29. The Secret by Rhonda Byrne
- 30. The Power of Positive Thinking by Norman Vincent Peale
- 31. The Power of Your Subconscious Mind by Joseph Murphy
- 32. Awaken the Giant Within by Anthony Robbins
- 33. The 5 AM Club by Robin Sharma
- 34. Who Will Cry When you Die? By Robin Sharma

- 35.Discover Your Destiny by Robin Sharma
- 36. The wings of Fire by A.P.J. Abdul Kalam
- 37. I have a Dream by Rashmi Bansal
- 38. The 5 Steps to Success by Yandamoori Veerendranath
- 39.The 4th Idiot by Biswaroop Roy Choudhury
- 40. You Are Born To Blossom by A.P.J. Abdul Kalam
- 41. Tiya: A Parrot's Journey Homeby Samarpan
- 42. How to Develop a 'Never Giveup Attitude by Dr. Hardik Joshi
- 43. Three Thousand Stitches: Ordinary People, Extraordinary Lives by Sudha Murthy
- 44. Chanakya in Daily Life by Radhakrishnan Pillai
- 45. Krishna, the man and his Philosophy by Osho
- 46. Siddhartha by Hermann Hesse
- 47. Ikigai: The Japanese secret to a long and a happy life by Francesc Miralles and Hector Garcia
- 48. Life's Amazing Secrets by Gaur Gopal Das
- 49. Energize your Mind by Gaur Gopal Das
- 50. Atomic Habits Tiny Changes, Remarkable Results by James Clear

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