



MODERN EDUCATION SOCIETY'S  
CUSROW WADIA INSTITUTE OF TECHNOLOGY,  
PUNE-411 001.

DEPARTMENT OF SCIENCES AND HUMANITIES

## Laboratory Manual



COMMUNICATION

*COURSE TITLE*

## BUSINESS COMMUNICATION

*COURSE CODE*

R18SC1708



MODERN EDUCATION SOCIETY'S  
CUSROW WADIA INSTITUTE OF TECHNOLOGY,  
PUNE - 411 001

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### ASSESSMENT AND CERTIFICATE

#### Term-work

| Assgn No          | Name of the Assignment  | Date    | Marks (20) |
|-------------------|---|---------|------------|
| 1                 | Face a mock Interview   | 21/4/21 |            |
| 2                 | Talk about different jobs and types of work                     | 9/4/21  |            |
| 3                 | Talk about your hobbies and enquire about those of other people | 16/4/21 |            |
| 4                 | Enquire about people's programmes, plans and booking facilities | 23/4/21 |            |
| 5                 | Draft a letter of Job Application with resume                   | 30/4/21 |            |
| 6                 | Draft a request letter for everyday institute activities        | 7/5/21  |            |
| 7                 | Draft a Circular/ Notice on a given situation                   | 14/5/21 |            |
| 8                 | Email a Visit Report/ Accident Report to given email addresses. | 21/5/21 |            |
| 9                 | Preparation of PPT /report on micro-project                     | 28/5/21 |            |
| 10                | Presentations on micro-project using ICT                        | 28/5/21 |            |
| Total marks (200) |   |         |            |
| Converted (20)    |   |         |            |

#### Student Activity

| Sr. No.  | Details   | Date           | Marks (20) |
|----------|---|----------------|------------|
| Activity | Summary on the contents of a non-fiction book : Wings of Fire | 31/5/21        |            |
|          |   | Converted (05) |            |

**TOTAL TERMWORK (Assignments + Activity) (25)**

This is to certify that Mr. / Ms. ROHAN SURESH BEDAGE of class: DCP 3rd YEAR  
roll / enrollment no: 194093 has satisfactorily completed the term-work of the course Business Communication (Course code: R18SC1708) as detailed above during the period from 22/03/2021 to 11/06/2021

Date: 31/5/2021

Staff member

Head of the Department

CWIT, PUNE.

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MODERN EDUCATION SOCIETY'S  
**CUSROW WADIA INSTITUTE OF TECHNOLOGY,**  
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### **Vision**

To be a resourceful institute that develops technically competent and socially responsible citizens for futuristic needs of industry and society.

### **Mission**

- To impart technical knowledge and skills along with ethical and social values.
- To continually enhance curricula and learning resources as per latest trends in technology.
- To develop the faculty and enable them to implement innovative teaching methods.
- To strengthen association with industry and alumni.
- To adopt and implement various e-governance practices for benefit of stake holders.

## **CURRICULUM**

**COURSE TITLE: BUSINESS COMMUNICATION**

**COURSE CODE: R18SC1708**

## CUSROW WADIA INSTITUTE OF TECHNOLOGY PUNE-1

## DIPLOMA PROGRAMME: CIVIL/MECH/ELECT/COMP/E&amp;TC. ENGINEERING

**COURSE : BUSINESS COMMUNICATION**  
**COURSE CATEGORY : FOUNDATION**

**COURSE CODE: R18SC1708**  
**CREDIT : 03**

## Teaching and Examination Scheme:

| Teaching Scheme |    | Examination Scheme |    |      |    |    |    |       |
|-----------------|----|--------------------|----|------|----|----|----|-------|
| TH              | PR | PAPER HRS.         | TH | TEST | PR | OR | TW | TOTAL |
| 1               | 2  |                    |    |      |    | 25 | 25 | 50    |

**Rationale:**

Communication is life blood of any business. To be able to communicate effectively is considered one of the foremost employability skills. Fluency and correct pronunciation makes a world of difference in any business situation like meetings, conferences, seminars, presentations etc. Along with that, a business professional has to be proficient in written communication. Hence in this curriculum, speaking and writing skills are emphasized to help the students in interviews, presentations, and other oral as well as written communication situations.

**Course Outcomes:**

1. Give presentation using ICT.
2. Face a mock interview.
3. Write business letters for given formal situations
4. Draft notice, memorandum, and circular in given formal situations.
5. Draft reports on given formal situations.

## Course Details:

| UNIT | NAME OF THE TOPIC  | LEARNING OUTCOME  | HOURS | MARKS |
|------|--|---|-------|-------|
| 1    | <b>Presentation Skills</b><br>1.1 Need and importance<br>1.2 Effective presentation – guidelines for effective presentation<br>1.3 Use of positive Body language for effective presentation<br>1.4 Guidelines to prepare an effective Power Point Presentation | 1a. Use different types of verbal and non-verbal communication during a presentation. | 02    | --    |
| 2    | <b>Interview Techniques</b><br>2.1 Preparation stage: Preparing for an interview, pre-interview research.<br>2.2 Factors affecting performance during the interview: stress, self-awareness, presence of mind.<br>2.3 Post-interview follow-up                 | 2a. Face a mock interview using appropriate communication skills                      | 02    | --    |
| 3    | <b>Business Correspondence-Part-I</b><br>3.1 Letter of Enquiry   | 3a. Draft formal business letters in  | 04    | --    |

**Lab Manual****Business Communication**

Course Code: R18SC1708

|    |   |   |    |    |
|----|---|---|----|----|
|    | 3.2 Letter of Order<br>3.3 Letter of Complaint  | given situations  |    |    |
| 4. | <b>Business Correspondence-Part II</b><br>4.1 Letter of Job Application<br>4.2 Letter of Resignation<br>4.3 Joining letter<br>4.4 Leave application | 4a. Draft formal letters related to employment in given situations. | 04 | -- |
| 5  | <b>Office Drafting</b><br>5.1 Notice<br>5.2 Circular<br>5.3 Memo<br>5.4 Email writing   | 5a. Draft notice, memo, circular in given situations                | 02 | -- |
| 6  | <b>Report Writing</b><br>6.1 Visit report<br>6.2 Accident report<br>6.3 Progress report   | 6a. Draft Visit, accident, and progress report in given situations  | 02 | -- |

**SUGGESTED SPECIFICATION TABLE WITH HOURS AND MARKS (THEORY)**

Not applicable

**SUGGESTED EXERCISES/PRACTICALS**

| Sl. No.      | Unit No. | Practical Exercises<br>(Outcomes in Psychomotor Domain)         | Approx. Hrs. Required |
|--------------|----------|---|-----------------------|
| 1            | II       | Face a mock interview   | 04                    |
| 2            | I        | Talk about different jobs and types of work                     | 02                    |
| 3            | I        | Talk about your hobbies and enquire about those of other people | 02                    |
| 4            | I        | Enquire about people's programmes, plans and booking facilities | 02                    |
| 5            | IV       | Draft a letter of Job Application with resume                   | 02                    |
| 6            | III      | Draft a request letter for everyday institute activities        | 02                    |
| 7            | V        | Draft a Circular/Notice on a given situation                    | 02                    |
| 8            | VI       | Email a Visit Report/ Accident Report to given email addresses  | 02                    |
| 9            | I        | Preparation of PPT /report on micro-project                     | 04                    |
| 10           | I        | Presentations on micro-project using ICT                        | 06                    |
| <b>Total</b> |          |   | <b>28</b>             |

**SUGGESTED STUDENT ACTIVITIES**

1. Summarize the contents of a famous book/books.[fiction/nonfiction]
2. Write a report on various formal events in your college.
3. Identify a good business leader, study his presentations and prepare a report on it.

**SPECIAL INSTRUCTIONAL STRATEGIES**

1. Show video/animation, film to improve business communication

**SUGGESTED LEARNING RESOURCES****A) Books**

| Sl. No. | Title of Book                                     | Author                         | Publication   |
|---------|---|--------------------------------|---|
| 1       | Communication Skills                              | MSBTE                          | MSBTE, Mumbai   |
| 2       | Effective Communication Skills                    | M Ashraf Rizvi                 | Tata McGraw-Hill  |
| 3       | Communication Skills                              | Sanjay Kumar and Pushp Lata    | Oxford University Press                                   |
| 4       | Personality Development and Soft Skills           | Barun K. Mitra                 | Oxford University Press                                   |
| 5       | Kumar's Group Discussions and Interviews          | Dr. B. R. Kishore / D. S. Paul | Vee Kumar Publications Private Limited, New Delhi-110008. |
| 6       | PowerPoint Presentations that Sell                | Adam B. Cooper                 | McGraw Hill Professionals.                                |
| 7       | Business Communication                            | R. C. Bhatia                   | Ane Books India, New Delhi.                               |
| 8       | Developing Communication Skills                   | Krishna Mohan, Meera Banerji   | Macmillan India Ltd., New Delhi.                          |
| 9       | 300+ Successful Business Letters For Associates   | Alan Bond and Nancy Schuman    | BARON'S   |
| 10      | The McGraw Hill Handbook of More Business Letters |                                | McGraw Hill   |

**B) Major Equipment/ Instrument with Broad Specifications**

Linguaphone language laboratory software

**C) Software/Learning Websites**

- a. British council - LearnEnglish website - <http://learnenglish.britishcouncil.org/en/>
- b. British council - LearnEnglish website - fun and games - <http://learnenglish.britishcouncil.org/en/study-break>
- c. British council - LearnEnglish website - business and work - <http://learnenglish.britishcouncil.org/en/business-and-work>
- d. <http://www.talkenglish.com>
- e. [www.wordsworthell.com](http://www.wordsworthell.com)
- f. [www.notesdesk.com](http://www.notesdesk.com)
- g. <http://totalcommunicator.com/>
- h. [www.speaking-tips.com](http://www.speaking-tips.com)
- i. [www.skillsstudio.co.uk](http://www.skillsstudio.co.uk)
- j. [www.mindtools.com](http://www.mindtools.com)
- k. [www.storynory.com](http://www.storynory.com)

## Mapping matrix of PO's and CO's:

| Course Name: Business Communication<br>Course code: R18CE5103         | PO 1<br>Basic and discipline specific knowledge | PO 2<br>Problem Analysis | PO 3<br>Design/development of solution | PO 4<br>Engineering Tools, experimentation and testing | PO 5<br>The engineering practices for society, sustainability and environment | PO 6<br>Project management | PO 7<br>Lifelong learning | PSO 1 | PSO 2 |
|---|---|--------------------------|--|--|---|----------------------------|---------------------------|-------|-------|
| CO1- Give presentation using ICT                                      | --  | --                       | --                                     | --   | 2   | 2                          | --                        | --    | --    |
| CO2- Face a mock interview  | --  | --                       | --                                     | --   | 2   | 2                          | --                        | --    | --    |
| CO3- Write business letters for given formal situations               | --  | --                       | --                                     | --   | 2   | 2                          | --                        | --    | --    |
| CO4- Draft notice, circular and memorandum in given formal situations | --  | --                       | --                                     | --   | 2   | 2                          | --                        | --    | --    |
| CO5- Draft reports on given formal situations                         | --  | --                       | --                                     | --   | 2   | .2                         | --                        | --    | --    |

Rating scale '3' for high, '2' for medium, '1' for low '0' for no correlation

## PROGRAMME OUTCOMES (POs)

1. **Basic and Discipline specific knowledge:** Apply knowledge of basic mathematics, science and engineering fundamentals and engineering specialization to solve the engineering problems.
2. **Problem analysis:** Identify and analyse well-defined engineering problems using codified standard methods.
3. **Design/development of solutions:** Design solutions for well-defined technical problems and assist with the design of systems components or processes to meet specified needs.
4. **Engineering tools, experimentation and testing:** Apply modern engineering tools and appropriate technique to conduct standard tests and measurements.
5. **Engineering practices for society, sustainability and environment:** Apply appropriate technology in context of society, sustainability, environment and ethical practices.
6. **Project management:** Use engineering management principles individually, as a team member or a leader to manage projects and effectively communicate about well-defined engineering activities.
7. **Life-long learning:** Ability to analyse individual needs and engage in updating in the context of technological changes.

**COURSE: BUSINESS COMMUNICATION**

**COURSE CODE: R18SC1708**

**COURSE OUTCOMES (COs):**

1. Give presentation using ICT.
2. Face a mock interview.
3. Write business letters for given formal situations.
4. Draft notice, memorandum, and circular in given formal situations.
5. Draft reports on given formal situations.

**Rubrics for Assignments**

| CATEGORY                                     | 4  | 3                         | 2   | 1                           |
|--|--|---------------------------|---|-----------------------------|
| Understanding Of The Subject Matter          | Complete Understanding                   | Substantial understanding | Some Understanding                              | Limited Understanding       |
| Grammatical / Spelling/ Pronunciation Errors | Least Errors                             | 90 % Free Of Errors       | 75 % Free Of Errors                             | 50 % Free Of Errors         |
| Presentation/ handwriting                    | Neat ,Accurate And Enhance Understanding | Neat And Accurate         | Some Illustrations Are Misleading And Redundant | Least Accurate And Not Neat |
| Timely Completion                            | Maximum                                  | Moderate                  | Satisfactory                                    | Least                       |
| Overall Understanding                        | Maximum                                  | Moderate                  | Satisfactory                                    | Least                       |

**Rubrics for Student Activities**

| Category                      | 4   | 3  | 2   | 1                                     |
|-------------------------------|---|--|---|---------------------------------------|
| Structure And Presentation    | Very Well Structured                      | Well Constructed                               | Structured But Missing Links                      | Unstructured                          |
| Quantity Of Information       | All Subtopics Covered In Detail           | All Subtopics Are Mostly Covered               | Some Of The Subtopics Are Not Covered In Detail   | Some Of The Subtopics Are Not Covered |
| Quality Of Information        | Clear Description With Supporting Details | Clear Description With Some Supporting Details | Clear Description With Lack Of Supporting Details | Irrelevant Information                |
| Group Activity/ Team Work     | Maximum Coordination And Effort           | Fair Coordination And Effort                   | Lack Coordination And Effort                      | Least Participation                   |
| Timely Completion Of Activity | Maximum                                   | Moderate                                       | Satisfactory                                      | Least                                 |

**ASSIGNMENT 01**

**Face a Mock Interview**

**CUSROW WADIA INSTITUTE OF TECHNOLOGY, PUNE-1****DEPARTMENT OF SCIENCES AND HUMANITIES****COURSE TITLE:** Business Communication**COURSE CODE:** R18SC1708**ASSIGNMENT NUMBER:** 01**TITLE:** Face a Mock Interview

- I. **PRACTICAL SIGNIFICANCE:** Every professional looking for a good job has to go through recruitment process. Interview is a significant part of recruitment process. A good interview is the beginning of a bright career. Set of skills like presence of mind, good communication skills, ability to answer questions correctly, positive body language, sense of humour, stress management etc are needed to face any interview successfully. Practice of mock interviews will diminish the fear and boost the confidence level of the students.
- II. **SKILLS:** To develop effective presentation skills.
- III. **EXPERIMENTAL OBJECTIVE:** To face a mock interview.
- IV. **THEORY:** Interview is conducted to select a right candidate for a particular job. Right from writing an application and résumé till post-interview follow up, the candidate has to go through a number of steps. Preparing for an interview includes getting to know about the company and job profile, pre-interview research, planning, choosing appropriate dress code etc. during the interview. Your personality and attitude is reflected through your behavior, response and approach. Confidence, positive body language, knowledge, and ability to communicate effectively are some of the important factors that help you get the desired job. Along with commonly asked questions a candidate should carefully think and prepare to answer technical and critical questions also. Stress management is also considered as an important aspect in this regard.
- V. **EXPERIMENTAL SETUP:** Language laboratory

**VI. RESOURCES REQUIRED:**

| Sr. No. | Name of the Equipment | Specifications | Quantity | Remark |
|---------|-----------------------|----------------|----------|--------|
| 01.     | Online resources      |                |          |        |

**VII. PROCEDURE:**

- a) Listen to the instructions given by your teacher carefully.
- b) Know the Do's and Don'ts of a good interview.
- c) Develop a positive attitude to face the interview panel.
- d) Exhibit positive body language during the entire interview session.
- d) Follow the manners and etiquettes of a good interview.

**VIII. EXERCISE:** Write any ten questions and your responses in the space provided below.

**Q1) Introduce yourself**

My name is Rohan Suresh Bedage, I'm 20 years old and I recently completed diploma from CWIT. I've worked hard in my education and I'm ready to apply my knowledge into practice. While I don't have any real-life work experience, I've had a lot of exposure to the business world. Now, I'm looking to leverage everything I've learned in college and get some hands-on work experience.

**Q2) Tell us about something about your hobbies**

Honestly I love computers and I enjoy tinkering with computers. I recently built a gaming rig

that I am pretty proud of. I also enjoy playing a few computer games, but I'm not a huge gamer so I won't give that its own category.

Q3) what are the strong and weak points of your personality.

I believe that my greatest strength is the ability to solve problems quickly and efficiently. I can see any given situation from multiple perspectives, which makes me uniquely qualified to complete my work even under challenging conditions. And my greatest weakness is, I tend to be overly critical of myself. Whenever I complete a project, I can't help but feel that I could have done more even if my work received a positive response. This often leads me to overwork myself and leaves me feeling burned out.

Q4) who is your role model?

I found my role model in my "Mother", for she taught me "No matter how hard a situation may get, there's always a hope for better tomorrow" and that can be achieved through determination and hard work.

Q5) what is your opinion about our company?

I'm really impressed by your company's values and mission statement. I find that many of those things that are important to this company are also to me.

Q.6) Why should I select you for this post?

This is a wonderful opportunity for me. Even though I am a fresher, I assure you that I'll give my best and work to my full potential so that I can contribute growth of this company.

Q7) How will you react if you are not selected?

I will accept the failure with sportiveness. I will rectify my mistakes and appear again to your organisation (organisation) in off campus interviews.

Q8) What are your skillsets and how will you use it for benefit of our company?

I have great sense of decision making & teamwork as well as I have good critical thinking & communication skill.

Q9) What are your salary expectations?

My salary expectation is around 50000 annually.

Q10) As a computer engineer what are your responsibility in pandemic situations?

As a computer engineer I can resolve the technical issues which are helpful for society in current situation,

IX. CONCLUSION: Such as monitoring self-isolating patient and managing data of positive-negative patient. After performing this assignment I have learnt to

face a mock interview.

#### X. EXPERIMENTAL QUESTIONS:

Given a chance which questions you will ask to the job aspiring candidates. (Write two questions below)

- 1) Are you considering other positions in other companies?
- 2) what is the professional achievement you're most proud off?

**XI. SELF LEARNING ACTIVITY**

Practice mock interview with your friends.

**XII. ASSESSMENT SCHEME: 4 point scale**

| CATEGORY                               | Marks |
|--|-------|
| Understanding Of The Subject Matter    |       |
| Grammatical / Spelling / Pronunciation |       |
| F rots                                 |       |
| Presentation/ Handwriting              |       |
| Timely Completion                      |       |
| Overall Understanding                  |       |
| Total (20)                             |       |

**ASSIGNMENT 02**

**Talk About Different Jobs And Types Of Work.**

CUSROW WADIA INSTITUTE OF TECHNOLOGY, PUNE-1  
DEPARTMENT OF SCIENCES AND HUMANITIES

**COURSE TITLE:** Business Communication

**COURSE CODE:** R18SC1708

**ASSIGNMENT NUMBER:** 02

**TITLE:** Talk About Different Jobs And Types Of Work.

**I. PRACTICAL SIGNIFICANCE:** A good communicator must be able to talk about different types of jobs, work and professions that people are involved in. There are a variety of jobs that people do depending on their liking and aptitude. Each type of work has a different work profile, skill sets and time schedules. A student must learn to describe the various activities carried out by people around him.

**II. SKILLS:** To develop effective presentation skills.

**III. EXPERIMENTAL OBJECTIVE:** To talk about different jobs and types of work.

**IV. THEORY:** There are many jobs and professions that people around us are involved in. Each type of work requires different skill sets and talents.

- Jobs can be described as temporary or permanent/full time or part time/well paid or on meager wages/interesting or monotonous/challenging or frustrating.
- Work timings can be described as from 9 to 5/ 24X7/ work from home/flexible/
- Work culture/environment can be described as co-operative/stressed/ conducive for growth/ dull and frustrating/ pressurized
- Salary/package can be described as quite attractive/handsome package/ meager/not enough

**V. EXPERIMENTAL SETUP:** Language laboratory

**VI. RESOURCES REQUIRED:**

| Sr. No. | Name of the Equipment         | Specifications          | Quantity             | Remark |
|---------|-------------------------------|-------------------------|----------------------|--------|
| 01      | Linguaphone language software | With mike and headphone | One for each student | -      |

**VII. PROCEDURE:**

- a) Listen to the instructions given by your teacher carefully.
- b) Work in a group of four students each.
- c) Enquire about the profession of your friend's parents/siblings/relatives/neighbors.
- d) In this way you will come to know about the jobs that people do.

**VIII. EXERCISE:** Write five sentences about each of the five professions that you have talked about in your discussion with your group. (OR write 10 questions and answers based on role assigned to you in the discussion)

**1> Teacher**

My father is a teacher in school. He is known to our locality as an ideal teacher. He is honest, modest, gentle and dutiful. He started his career as a teacher when he was thirty. My father has managed a tutor for me I like him very much. He teaches me not only the academic syllabus but also the current affairs of the world. His proper guidance and counseling will help me to make a good result and make a bright career.

### 2) Farmer

My grandfather is a farmer. His working hours is flexible he have to work for any number of hours in a day there is no fix time, there is no off day for his job. The nature of his job is to manage farms and to manage farm related work such as production, marketing. His working environment is sometimes satisfied and sometimes stressful too. I am very proud of him as he got so many awards for best farmer in our area.

### 3) Engineer

My brother is an engineer due to current situation he works from home. He works in corporate world so he has holidays only Saturday, Sunday. As he is a software test engineer he coordinate the process for analyzing software programs. It involves creating and implementing testing methods, recording the test results and providing recommendations to improve software programs based on results. His payment is much satisfying as per the job.

4) Army.

The Army is a really hard place to work and my uncle was in it. In the army he did military intelligence. Military Intelligence is when people hear what other people are saying. He helps listen to other countries and if they were trying to do something bad he would tell on them and they would go into war. For that job you have to be really smart you have to pass a really hard test. So that is what my uncle does.

5) Airhostess

My sister is an air hostess. She has many responsibilities (an) in plane. She greets every passenger, guides each to his or her seat and settles them in coordinates security, and much more. She works according to the shifts organized. Her job has no holidays or summer vacations as flights fly everyday. The payment is quite satisfying as per the job and the work environment is calm and positive.

## IX. CONCLUSION:

After performing this assignment I have learnt to Talk about different jobs and types of work.

**X. EXPERIMENTAL QUESTIONS:**

Write any two new jobs /professions that youngsters are attracted to.

Cyber Security Expert: In the digital world, the security in virtual world is equally important for people today as it is in the physically world.

APP Developer: Today, everything has a mobile application to go, so it is a no brainer that the career in Mobile Application development would be high on the wishlist of millennials.

**XI. SELF LEARNING ACTIVITY**

Whenever you meet new people enquire about their jobs/profession and start a conversation.

**XII. ASSESSMENT SCHEME: 4 point scale**

| CATEGORY                                    | Marks |
|---|-------|
| Understanding Of The Subject Matter         |       |
| Grammatical/ Spelling/ Pronunciation Errors |       |
| Presentation/ Handwriting                   |       |
| Timely Completion                           |       |
| Overall Understanding                       |       |
| Total (20)                                  |       |

**ASSIGNMENT 03:**

**Talk About Your Hobbies and Enquire About Those of  
Other People.**

**CUSROW WADIA INSTITUTE OF TECHNOLOGY, PUNE-1**  
**DEPARTMENT OF SCIENCES AND HUMANITIES**

**COURSE TITLE:** Business Communication

**COURSE CODE:** R18SC1708

**ASSIGNMENT NUMBER:** 03

**TITLE:** Talk About Your Hobbies and Enquire About Those of Other People.

**I. PRACTICAL SIGNIFICANCE:** Hobbies are spare time activities that people enjoy doing. Therefore people talk happily and enthusiastically about their hobbies. Talking about your hobbies and enquiring about that of other people can take place in any formal or informal situation. It keeps the conversation going.

**II. SKILLS:** To develop effective presentation skills.

**III. EXPERIMENTAL OBJECTIVE:** To talk about your hobbies and enquire about those of other people.

**IV. THEORY:** One's hobbies are based on one's interests and likings. Doing what interests us gives satisfaction and relieves us from unnecessary stress. Hobbies provide us an opportunity of using our energy and talent for creative purpose. People develop hobbies depending on their likes and dislikes, aptitude, personality traits and types and interests.

**V. EXPERIMENTAL SETUP:** Language laboratory

**VI. RESOURCES REQUIRED:**

| Sr. No. | Name of the Equipment         | Specifications          | Quantity             | Remark |
|---------|-------------------------------|-------------------------|----------------------|--------|
| 01      | Linguaphone language software | With mike and headphone | One for each student |        |

**VII. PROCEDURE:**

- a) Listen to the instructions given by your teacher carefully.
- b) Work in a group of four students each.
- c) Enquire about the hobbies of your friends/ parents/siblings/relatives/neighbors.
- d) Tell your group members about your hobbies also.
- e) In this way you will come to know about the hobbies that people have.

**VIII. EXERCISE:** Write five sentences about each of the five hobbies that you have talked about in your discussion with your group.**1) Photography**

Photography is an art and it just captures the beauty of the moment in all its best. I love to click mostly the natural ones or the ones that gives me a perfect satisfaction of where I am in. To get good shots, one needs to understand a few concepts of photography like lighting techniques, backgrounds, arrangements and so on, so that when the outcome is done, you get a wonderful shot.

**2) Camping**

Camping is a relaxing hobby that I have learned to enjoy. Many people have

gone camping at least once in their lives. Some like it, and others do not but it is definitely one of my favorite things to do in my spare time. Any chance that I get, I am out camping at my campground or even in a tent. My parents have a camper that was passed down from my mom's parents. It is pretty much in the middle of nowhere, located in West Finley. I love it out there though. It is all country, and everyone is friendly. I have met so many people out there from the simple pleasures of a roasted marshmallow, to sophisticated delights such as campfire paella, camping offers many unique opportunities for deliciousness.

#### 3) Reading

I don't read nearly as much as I used to, but I do enjoy it. I love history, especially military history (WWII and the American Civil War). I enjoy reading because I like to explore the imaginative world that is created by author.

#### 4) Listening Music

Whenever I feel bored, I turn on the music player on my mobile phone. I have a huge collection of different music and this makes more interesting and exciting.

to listen to the music. I love to listen Indian classical music which gives me very relax feeling.

### 5) Playing Badminton

Badminton is a sport that makes me feel active and healthy while having fun. It is the source of my energy. It is the fastest racket game in the world. It is a beautifully crafted sport. The simplicity is the elegance in the game. All that players require are some open space, two rackets

### IX. CONCLUSION:

After performing this assignment I have learnt to talk about my hobbies and enquire about those of other people.

### X. EXPERIMENTAL QUESTIONS:

Make a list of expensive and inexpensive hobbies (5 each).

| Expensive hobbies   | Inexpensive hobbies |
|---------------------|---------------------|
| 1) Scuba Diving     | 1) Reading          |
| 2) Sky Diving       | 2) Writing          |
| 3) World travelling | 3) Gardening        |
| 4) Car racing       | 4) Driving          |
| 5) Art Collection   | 5) Swimming         |
|                     |                     |
|                     |                     |
|                     |                     |

**XI. SELF LEARNING ACTIVITY**

Whenever you meet new people or make new friends enquire about their hobbies and start a conversation.

**XII. ASSESSMENT SCHEME: 4 point scale**

| CATEGORY   | Marks |
|--|-------|
| Understanding Of The Subject Matter              |       |
| Grammatical / Spelling / Pronunciation<br>Errors |       |
| Presentation/ Handwriting                        |       |
| Timely Completion                                |       |
| Overall Understanding                            |       |
| Total (20)                                       |       |

**ASSIGNMENT 04:**

**Enquire About People's Programmes, Plans and Booking  
Facilities**

**CUSROW WADIA INSTITUTE OF TECHNOLOGY, PUNE-1**

**DEPARTMENT OF SCIENCES AND HUMANITIES**

**COURSE TITLE:** Business Communication

**COURSE CODE:** R18SC1708

**ASSIGNMENT NUMBER:** 04

**TITLE:** Enquire About People's Programmes, Plans and Booking Facilities

**I. PRACTICAL SIGNIFICANCE:** Enquiring about people's plans, programmes and booking facilities can be done in formal as well as informal situations. Friends, relatives and people around us have plans for the weekend, long or short vacations, business plans or travel plans. They have to attend some formal or informal programme and this requires booking tickets or hotel.

**II. SKILLS:** To develop effective presentation skills.

**III. EXPERIMENTAL OBJECTIVE:** To enquire about people's programmes, plans, and booking facilities.

**IV. THEORY:** People plan for weekends, short vacations or long vacations for various purposes like official or business plans, family plans etc.

Booking facilities can be:

- Booking tickets for travel purpose
- Booking tickets for movies/shows/programmes etc.
- Booking can be made online/in person/through agents

**V. EXPERIMENTAL SETUP:** Language laboratory

**VI. RESOURCES REQUIRED:**

| Sr. No. | Name of the Equipment         | Specifications          | Quantity             | Remark |
|---------|-------------------------------|-------------------------|----------------------|--------|
| 01      | Linguaphone language software | With mike and headphone | One for each student | -      |

**VII. PROCEDURE:**

- Listen to the instructions given by your teacher carefully.
- Work in a group of four students each.
- Enquire about the plans and programmes of your friends.

**VIII. EXERCISE:** Write, in the space provided below, about your plan that you have talked about in your discussion with your group.

\* Informal Birthday party.

It was my grandfather's 70<sup>th</sup> birthday. We decided to give him a surprise birthday party. We gathered a meeting of our family members to decide a menu, budget of the party, we distributed the work among the family members. We all decided to book a hall. I took the work of decorating the hall. I decided to decorate the hall with the decorating materials like balloon.

flowers, lights etc we decided to invite only 60 people to the party. we decided the food menu for the party. (we decided) My cousin sister was assigned the work of creating the memory book to give a gift to my grandfather we also decided to have some dance, skit, singing and other fun activity. I and my family member decided the dance steps and song start the practice of it. we book the cake for the birthday party. my brother was assigned to order the return gifts to be given to all the people present in the party so he ordered the gift online. me and my cousins decided to contribute some money to buy a gift for my grandfather. After that final we ordered a smartphone to gift my grandfather. After the final touchup was done we all dressed up and took my grandfather to the hall, he was surprised after seeing all the decoration, skit, dance etc. So this way this party was successfully implemented.

\* Formal : College event competition.

There was competition held in our Engineering College. So me and my friends decided to participate in it. We reached our college around 8:00 am and decide the mode of transportation we travel through bus we took a ticket. We reached the college around 12:00 pm. The moment I entered the college makes me feel proud and happy because I went to college. The college was decorated with all the decorating materials there was 'mindspark' competition held which includes various category I participated in 'code junkie' for this competition we were need to pay and book the seat. I participated in the competition, after completing the competition I get my certificate. After all the competitions was over there was a guest lecture and we click the photos in the college. There was a section where we were given a chance to share our experience by writing our view on the sticky notes. We leave the college around 6:00 pm and travel through bus and reached the home safely.

The competition was interesting and amazing, I enjoyed a lot there.

#### IX. CONCLUSION:

After performing this assignment I have learnt to enquire about people's programmes, plans and booking facilities.

#### X. EXPERIMENTAL QUESTIONS:

Your friend is going on a family trip for four days. Write five questions you will ask him about the same.

1) How are you going to go by flight or any other mode?

2) How long the trip is for?

3) Where you will stay there?

4) Which places are you going to visit?

5) Have you thought of shopping before returning home?

**XI. SELF LEARNING ACTIVITY**

Whenever you meet new people or make new friends enquire about their plans, and programmes.

**XII. ASSESSMENT SCHEME: 4 point scale**

| CATEGORY                                      | Marks |
|---|-------|
| Understanding Of The Subject Matter           |       |
| Grammatical / Spelling / Pronunciation Errors |       |
| Presentation/ Handwriting                     |       |
| Timely Completion                             |       |
| Overall Understanding                         |       |
| Total (20)                                    |       |

nd

**ASSIGNMENT 05:**

**Draft a Letter of Job Application with Résumé**

**CUSROW WADIA INSTITUTE OF TECHNOLOGY, PUNE-1**  
**DEPARTMENT OF SCIENCES AND HUMANITIES**

**COURSE TITLE:** Business Communication

**COURSE CODE:** R18SC1708

**ASSIGNMENT NUMBER:** 05

**TITLE:** Draft a Letter of Job Application with Résumé

- I. **PRACTICAL SIGNIFICANCE:** Writing a good job application letter is an important step for every candidate seeking employment in any business sector. It helps to make a good first impression that is very important in getting the desired job. A good application and résumé is a reflection of the candidate's personality.
- II. **SKILLS:** To develop effective writing skills.
- III. **EXPERIMENTAL OBJECTIVE:** To draft a job application letter with résumé.
- IV. **THEORY:** A job application letter includes a short covering letter wherein you introduce yourself briefly and express your desire to be considered for the job. With this letter a candidate has to attach his résumé or CV. Résumé includes one's personal information, educational background, strengths, special achievements, projects undertaken, skill sets, hobbies etc.
- V. **EXPERIMENTAL SETUP:** Language laboratory
- VI. **RESOURCES REQUIRED:**

| Sr. No. | Name of the Equipment | Specifications | Quantity | Remark |
|---------|-----------------------|----------------|----------|--------|
| 01      | Online resources      |                |          |        |

**VII. PROCEDURE:**

- a) Listen to the instructions given by your teacher carefully.
- b) Work in a group of four students each.

- c) Read and understand the question/situation given to your group and discuss it with your group members.
- d) Prepare a job application letter with résumé.

**VIII. EXERCISE** (Type your Job Application and Résumé using Microsoft Office Word.

Take a print and attach it to this manual)

**IX. CONCLUSION:**

After performing this assignment I have learnt to draft a letter of job application with resume.

**X. EXPERIMENTAL QUESTIONS:**

Write two characteristics of a good résumé.

- 1) Power words : Are action verb that prove to be an influential element of ulgorous resume overall they provide a brief effective content.
- 2) Relevant skill : You want to convey the skills that makes you a qualified applicant & make you worthy of proceeding to the new step of the interview process.

**XI. SELF LEARNING ACTIVITY**

Study the CV of business leaders/ engineering professionals from online resources.

**XII. ASSESSMENT SCHEME: 4 point scale**

| CATEGORY                                      | Marks |
|---|-------|
| Understanding Of The Subject Matter           |       |
| Grammatical / Spelling / Pronunciation Errors |       |
| Presentation/Handwriting                      |       |
| Timely Completion                             |       |
| Overall Understanding                         |       |
| Total(20)                                     |       |

**Write a job application giving your complete Resume for the post of CE/ME/EE/E&TC/COMP engineer. Assume suitable data.**

From

Rohan Bedage

Shree Park, Nagar Road

Pune – 411014

Date: 29th May, 2021

To

The Manager

High-tech company Ltd.

PUNE – 411016

Subject: Application for the post of Computer Engineer

Ref: Your advertisement in 'Indian Express' dated 15th May, 2021

Respected Sir,

I want to apply for the post of a computer engineer that is vacant in your company. I have done my Diploma in Computer from Cusrow Wadia Institute of Technology, Pune in distinction.

I have participated in many extracurricular activities in college.

If given a chance to work in your organization I will do my duty to the best of my ability.

Sincerely yours,

Rohan Bedage

Encl.

1] Copy of RESUME

# RESUME

NAME: Rohan Suresh Bedgae

DOB: 24<sup>th</sup> June, 2001

ADDRESS: Shree Park, Nagar Road Pune - 411014.

EMAIL ID: rohanbedage2001@gmail.com

CONTACT NUMBER: 8329234445

CASTE/CATEGORY: Open

NATIONALITY: Indian

| SR.NO | COURSE        | SCHOOL/COLLEGE/UNIVERSITY      | PERCENTAGE | YEAR OF PASSING |
|-------|---------------|--------------------------------|------------|-----------------|
| 1     | SSC           | CITY HIGH SCHOOL,<br>SANGLI    | 90%        | 2016            |
| 2     | HSC           | G.A. JUNIOR COLLEGE,<br>SANGLI | 73%        | 2018            |
| 3     | Diploma in CE | CWIT, PUNE                     | 95%        | 2021            |

## SKILLS:

1] Presentation & public Speaking



2] Active Listening



3] Perseverance



4] Teamwork



5] Written & oral communication



6] Creativity & Problem Solving



**HOBBIES/OTHER ACTIVITIES:**

- 1] I participated in debate and elocution competitions in school and won many prizes in it.
- 2] Computing is my hobby.
- 3] I passed MSCIT course with 82 % marks
- 4] I like to make Quotes and poems.
- 5] Reading story books.

**LANGUAGES KNOWN:**

| Language   | read                     | write                    | speak                    |
|------------|--------------------------|--------------------------|--------------------------|
| 1] Marathi | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2] Hindi   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3] English | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## References:

1. Mr. V.R.Rao,  
Principal,  
Cusrow Wadia Institute of Technology,  
Pune.

2. Mr.A.A.Jambhale,  
Head of the Department,  
Computer Engineering,  
CWIT college, pune

The above information is true and correct to the best of my knowledge and belief.

DATE: 1<sup>st</sup> June, 2021

PLACE: Pune

**ASSIGNMENT 06:****Draft a Request Letter for Everyday Institute Activities**

**CUSROW WADIA INSTITUTE OF TECHNOLOGY, PUNE-1  
DEPARTMENT OF SCIENCES AND HUMANITIES**

**COURSE TITLE:** Business Communication

**COURSE CODE:** R18SCI708

**ASSIGNMENT NUMBER:** 06

**TITLE:** Draft a Request Letter for Everyday Institute Activities

**I. PRACTICAL SIGNIFICANCE:** In the campus a student is required to ask for permission, complaint against something or request for some favour or facility. This type of communication is expected to be in black and white. A student must be able to write applications for permission and request in day to day activities in the institute.

**II. SKILLS:** To develop effective writing skills.

**III. EXPERIMENTAL OBJECTIVE:** To draft a request letter for everyday institute activities.

**IV. THEORY:** Everyday activities in the institute include asking for permission:

- To conduct a guest lecture,
- To arrange/organize an event ,
- To use lcd projector for some hours,
- To participate in an intercollegiate event
- To issue duplicate mark sheet/leaving certificate/any other document from exam department.
- To report missing items in the classroom.

A proper format of writing should be used. Care must be taken while choosing the style and tone of the language. Moreover, the language used must be simple, clear, and understandable. The letter should be complete as well as concise. Formal style of writing must be used.

**V. EXPERIMENTAL SETUP:** Language laboratory

**VI. RESOURCES REQUIRED:**

| Sr. No. | Name of the Equipment | Specifications | Quantity | Remark |
|---------|-----------------------|----------------|----------|--------|
| 01      | Online resources      |                |          |        |

**VII. PROCEDURE:**

- a) Listen to the instructions given by your teacher carefully.
- b) Work in a group of four students each.
- c) Read and understand the question given to your group.

**VIII. EXERCISE:** Write a request letter on the given situation in the space given below.

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## IX. CONCLUSION:

After performing this assignment I have learnt to draft a request  
for everyday institute activities.

**X. EXPERIMENTAL QUESTIONS:**

Write two characteristics of a good request letter.

- 1) Correctness : The clearness of the letter depends on its correctness. The letter should be correct in terms of language and information.
- 2) Completeness : A letter on the one hand, should be concise and on the other hand should be complete. The letter should include all the information that reader wants.

**XI. SELF LEARNING ACTIVITY**

Use the various formats of business correspondence in your academic and professional life.

**XII. ASSESSMENT SCHEME: 4 point scale**

| CATEGORY                                      | Marks |
|---|-------|
| Understanding Of The Subject Matter           |       |
| Grammatical / Spelling / Pronunciation Errors |       |
| Presentation/ Handwriting                     |       |
| Timely Completion                             |       |
| Overall Understanding                         |       |
| Total (20)                                    |       |

**Write a letter of complaint to the in charge of boys/girls hostel about the poor quality of food that is served in the mess.**

From,

Rohan Bedage

Boys Hostel

Wadia College Campus

Bundgarden Road,

Pune - 411001

DATE: 2<sup>nd</sup> June, 2021

To,

The Warden

Boys hostel

Wadia College campus

Pune – 411001

Sub: Complaint about the poor quality of food served in the mess.

Respected sir,

I am Rohan Bedage, staying in room no 23 of the Boys' hostel of Wadia College. I regret to inform you that the quality of food and the service provided in the hostel mess is not of good quality. All the students have the following complaints about the mess.

- 1] The food is not served in time and we get late for our classes.
  - 2] The mess charges are increased from this month but there is not improvement in the quality of food.
  - 3] Sometimes raw, uncooked, half cooked, stale food is given to the students. Many cases of food poisoning are reported during the last month
  - 4] There is no cleanliness and hygiene in the kitchen and dining room.
  - 5] The service given by the kitchen staff is not good. They behave rudely with the students.
- We request you to look into the matter personally and do the needful. We hope you will take some steps for improving the quality of the mess.

Sincerely yours.

Rohan Bedage.

**ASSIGNMENT 07:**

**Draft a Circular/ Notice on a given situation**

**CUSROW WADIA INSTITUTE OF TECHNOLOGY, PUNE-I****DEPARTMENT OF SCIENCES AND HUMANITIES****COURSE TITLE: BUSINESS COMMUNICATION****COURSE CODE: R18SC1708****ASSIGNMENT NUMBER: 07****TITLE:** Draft a Circular/ Notice on a given situation

**I. PRACTICAL SIGNIFICANCE:** Drafting a notice/circular is an important aspect of office drafting. It carries forward the day to day activities of an organization. As an engineer/ manager/supervisors one needs to be proficient in drafting skills.

**II. SKILLS:** To develop effective writing skills.

**III. EXPERIMENTAL OBJECTIVE:** To draft a circular/notice on a given situation.

**IV. THEORY:**

A notice is written to inform people in general or specific group of people about: urgent, important, time bound, official and short/long messages. It may be displayed on notice board for a large number of people to see: for members/workers of an organization or for people of a particular department. Notice can be of following types: Institutional, Departmental, and Public notice.

**Circular**

A circular is drafted when the same kind of matter is to be circulated to a large number of people. Its objective is to give information, to appeal or persuade people to a desired action.

**V. EXPERIMENTAL SETUP:** Language laboratory

**VI. RESOURCES REQUIRED:**

| Sr. No. | Name of the Equipment | Specifications | Quantity | Remark |
|---------|-----------------------|----------------|----------|--------|
| 01      | Online resources      |                |          |        |

## VII. PROCEDURE:

- a) Listen to the instructions given by your teacher carefully.
  - b) Work in a group of four students each.
  - c) Read and understand the question/situation given to your group.
  - d) Discuss the question/ situation with your group members.

**VIII. EXERCISE:** Write a notice/circular on a given situation in the space given below.

**IX. CONCLUSION:**

After performing this assignment I have learnt to draft a circular  
Notice on given situation.

**X. EXPERIMENTAL QUESTIONS:**

Write two characteristics each of a circular and notice.

Two Characteristics of a circular

- 1) courtesy : circular letter must be made in a decent way we should not use unsuitable words because it can hamper the appeal of such a letter
- 2) Reliability : letter should be composed in such a fashion to create reliability among the mass people,

Two Characteristics of a notice

- 1) To the point : A good notice is always to the point and leaves no scope for further enquiries without compromising on the word limit.
- 2) language : It should be formal.

**XI. SELF LEARNING ACTIVITY**

Study the circular/notice issued by banks/organizations /your institute.

**XII. ASSESSMENT SCHEME: 4 point scale**

| CATEGORY                                      | Marks |
|---|-------|
| Understanding Of The Subject Matter           |       |
| Grammatical / Spelling / Pronunciation Errors |       |
| Presentation/Handwriting                      |       |
| Timely Completion                             |       |
| Overall Understanding                         |       |
| Total (20)-                                   |       |

**As the librarian of your college draft a notice to inform all the students about the change in the working hours of the library.**

**CUSROW WADIA INSTITUTE OF TECHNOLOGY**

Bundgarden, Pune

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Date: 1<sup>st</sup> June, 2021

**NOTICE**

All the students are hereby informed that the working hours of the library have been changed.

The present timing from 10:30 a.m. to 6:00 p.m. is changed to 9:30 a.m. to 5:00 p.m.

This will be implemented w. e. f. 5<sup>nd</sup> June, 2021.

This change has been made for the convenience of the students.

RSB/

Rohan Bedage

Librarian

**ASSIGNMENT 08:**

**Email a Visit Report/ Accident Report to given email addresses.**

**CUSROW WADIA INSTITUTE OF TECHNOLOGY, FUNE-1****DEPARTMENT OF SCIENCE AND HUMANITIES****COURSE TITLE:** Business Communication**COURSE CODE:** R18SC1708**ASSIGNMENT NUMBER:** 08**TITLE:** Email a Visit Report/ Accident Report to given email addresses.

**I. PRACTICAL SIGNIFICANCE:** Report writing is an important activity in the life of an engineering professional. Drafting a good report is a skill that needs to be developed with practice. Use of email as a medium of formal communication is widely used now. Students must practice drafting skills to become good and effective communicators.

**II. SKILLS:** To develop effective writing skills.

**III. EXPERIMENTAL OBJECTIVE:** To email my report to the given email address.

**IV. THEORY:**

Format, contents, language, important points, features of good report.

Email etiquettes: Professionalism: Efficiency: Protection from unwanted risks, conciseness etc

**V. EXPERIMENTAL SETUP:** Language laboratory

**VI. RESOURCES REQUIRED:**

| Sr. No. | Name of the Equipment                   | Specifications | Quantity             | Remark |
|---------|---|----------------|----------------------|--------|
| 01      | Computer setup with internet connection |                | One for each student |        |

**VII. PROCEDURE:**

- a) Listen to the instructions given by your teacher carefully.
- b) Work in a group of four students each.
- c) Read and understand the question/situation given to your group.

- d) Discuss the question/ situation with your group members.
- e) Type the report using Microsoft Word .Take a print out and attach it to your file.
- f) Email the report to the given email address.

VIII. EXERCISE Take a printout of the sent email and attach it to your file.

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### XII. CONCLUSION:

After performing this assignment I have learnt to email a visit Report/ Accident Report too given email address

### XIII. EXPERIMENTAL QUESTIONS:

Write two sentences each on any two email etiquettes.

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1> Use professional solutions : Don't use laid back, colloquial expressions like "Hey you guys", "go" or "Hi'guys'(fatto)"  
The relaxed nature of our writings should not affect the situation in an email .

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2) Use , exclamation points sparingly if you choose to use exclamation point use only one to convey excitement.

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**XIV. SELF LEARNING ACTIVITY**

Send email to the editor of a Standard English newspaper appreciating his editorial write-up/article.

**XII. ASSESSMENT SCHEME: 4 point scale**

| CATEGORY                                      | Marks |
|---|-------|
| Understanding Of The Subject Matter           |       |
| Grammatical / Spelling / Pronunciation Errors |       |
| Presentation/ Handwriting                     |       |
| Timely Completion                             |       |
| Overall Understanding                         |       |
| Total (20)                                    |       |

### **ACCIDENT REPORT**

**A first year, student is severely injured while performing experiment in Chemistry Lab. Write a report, as a Laboratory In-charge explaining the cause of accident. Also suggest remedial measures.**

From

Rohan Bedage

Laboratory In-charge

Cusrow Wadia Institute of Technology

Date: 2<sup>nd</sup> June, 2021

To

The Principal

Cusrow Wadia Institute of Technology

Pune

### **Subject: Accident Report**

Respected sir,

As Laboratory In-charge I am submitting a report about the accident which took place in our Chemistry Laboratory at 3 p.m. yesterday, when the P Batch had Chemistry practicals. One first year Diploma Mechanical student Mr.A.S. Patil, Roll No. 14 was performing the experiment, which required the burner. As he started the burner, there was a blast. It was noticed that the gas pipe was not connected properly to the gas cylinder because of which he received severe burns and he became unconscious. He was immediately moved to Civil Hospital and was given medical treatment. He is the resident of the hostel. His parents have already arrived and attending to him. His condition is improving and according to the opinion of the doctor he will be discharged after fifteen days. As he is in shock, he has been advised to take maximum rest.

The following suggestions are made to avoid such accidents in future:

1. There should be a separate instructor to look after the work of first year students.
2. No student should be allowed to switch on the gas cylinder or any other hazardous object or appliance in the absence of attendant. Instructors must give a clear understanding about the dangers before students handle any such appliance.
4. The hazardous appliances should be checked prior to the performance of the practical. If these suggestions are made compulsory for all the students, it will be possible to avoid such accidents in future.

Sincerely yours,

Rohan Bedage.

Laboratory In charge - A Division

**ASSIGNMENT 09:**

**Preparation of PPT/ Report on Micro Project**

## CUSROW WADIA INSTITUTE OF TECHNOLOGY, PUNE-1

## DEPARTMENT OF SCIENCE AND HUMANITIES

**COURSE TITLE:** Business Communication**COURSE CODE:** R18SC1708**ASSIGNMENT NUMBER:** 09**TITLE:** Preparation of PPT/ Report on Micro Project

**I. PRACTICAL SIGNIFICANCE:** Preparation is the first stage of an effective presentation. Students must learn to use appropriate formats for presenting their contents. Failing to prepare is preparing to fail. Hence it is important to take this stage seriously to gain confidence during presentation.

**II. SKILLS:** To develop effective presentation skills.

**III. EXPERIMENTAL OBJECTIVE:** To prepare ppt/report on micro project.

**IV. THEORY:** The stages in preparation are: data collection from various sources, compilation of data, use of appropriate formats, use of multimedia to make presentations effective, editing and proof reading of the contents, printing the final copy.

Design of slides include use of good layouts, appropriate colour schemes, font and font size, non-verbal media (like images, diagrams, graphs, charts, audio, video etc.).

**V. EXPERIMENTAL SETUP:** Language laboratory

**VI. RESOURCES REQUIRED:**

| Sr. No. | Name of the Equipment | Specifications | Quantity | Remark |
|---------|-----------------------|----------------|----------|--------|
| 01      | Computer              |                |          | -      |

**VII. PROCEDURE:**

- Listen to the instructions given by your teacher carefully.
- Compile the information that you have collected for your micro project.

- c) Prepare ~~yourself~~ to present the contents of your micro project.
- d) Prepare ~~yourself~~ on the contents and material that you have gathered.

VIII. ~~EXERCISE~~: Write two statements each on the slides of your power point presentation (~~on~~) provided below.

PPT ON "ARTIFICIAL INTELLIGENCE"

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**XV. CONCLUSION:**

After performing this assignment I have learnt to preparation of PPT /  
report on micro project (micro project)

**X. EXPERIMENTAL QUESTIONS:**

Write two features of a good PPT.

- 1) Start with a built-in layout.
- 2) Use standard position, colour and styles.
- 3) Check out design template
- 4) Add classic animation.

**XI. SELF LEARNING ACTIVITY**

Study ppt/reports from online resources.

**XII. ASSESSMENT SCHEME: 4 point scale**

| CATEGORY                                      | Marks |
|---|-------|
| Understanding Of The Subject Matter           |       |
| Grammatical / Spelling / Pronunciation Errors |       |
| Presentation/ Handwriting                     |       |
| Timely Completion                             |       |
| Overall Understanding                         |       |
| Total (20)                                    |       |

# **ARTIFICIAL INTELLIGENCE**

COURSE: BUSINESS COMMUNICATION  
COURSE CODE: R18SC1708  
PROGRAM: COMPUTER ENGINEERING  
CREATED BY: ROHAN BEDAGE  
ROLL NO. : 194093



“

*“A year spent in artificial intelligence  
is enough to make one believe in god”*

## Table of contents:

1. Definition
2. Foundation of Artificial Intelligence
3. Information and Application
4. Growth of Artificial Intelligence
5. Top AI Professional countries(MAP)
6. Sophia(Robot)
7. Advantages of Artificial Intelligence
8. Disadvantages of Artificial Intelligence.
9. Bibliography

## DEFINITION:

**Artificial intelligence** (AI, also **machine intelligence**, MI) is intelligence demonstrated by machines, in contrast to the **natural intelligence** (NI) displayed by humans and other animals. In computer science AI research is defined as the study of "intelligent agents".

## FOUNDATION OF ARTIFICIAL INTELLIGENCE

The field was founded on the claim that human intelligence "can be so precisely described that a machine can be made to simulate it".

This raises philosophical arguments about the nature of the mind and the ethics of creating artificial beings endowed with human-like intelligence, issues which have been explored by myth, fiction and philosophy since antiquity.

Some people also consider AI to be a danger to humanity if it progresses unabatedly .Others believe that AI, unlike previous technological revolutions, will create a risk of mass unemployment.[

## INFORMATION AND APPLICATION



### INFORMATION

Half of a century has passed, and AI has turned into an important field whose influence on our daily lives can hardly be overestimated.



### APPLICATION

The original view of intelligence as a computer program – a set of algorithms to process symbols – has led to many useful applications now found in internet search engines, voice recognition software, cars, home appliances, and consumer electronics, but it has not yet contributed significantly to our understanding of natural forms of intelligence.



### OVERVIEW

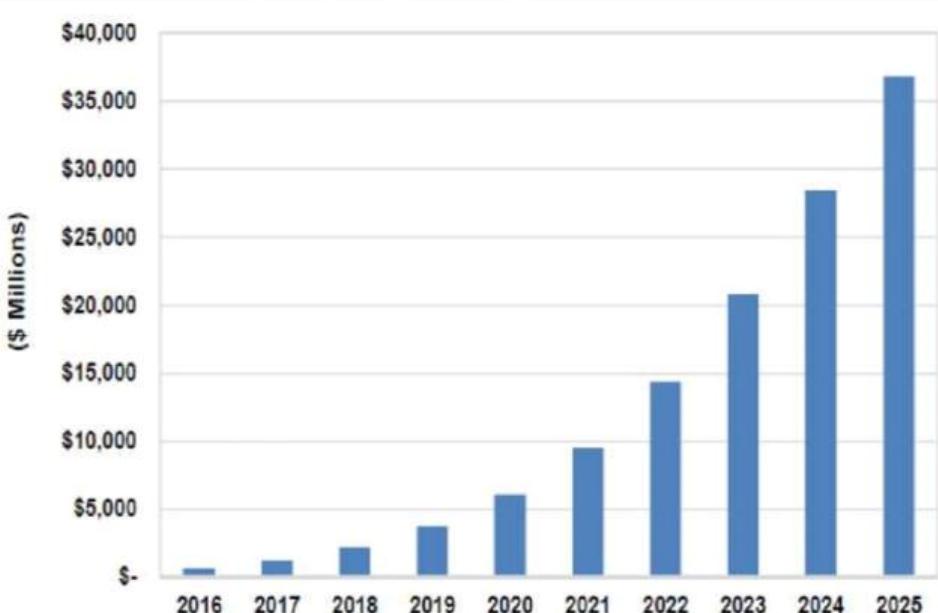
In addition to giving us a novel outlook on information technology in general, this broader view of AI also offers unexpected perspectives into how to think about ourselves and the world around us.



## GROWTH OF ARTIFICIAL INTELLIGENCE

AI will increase economic growth by an average of 1.7% across 16 industries by 2035 with Information and Communication, manufacturing and financial services leading all industries.

Chart 1.1 Artificial Intelligence Revenue, World Markets: 2016-2025





## TOP AI PROFESSIONAL COUNTRIES

A talented workforce plays a key role in technological advancement. A recent survey by LinkedIn showed the United States has a clear edge in artificial intelligence with the largest talent pools.





# 1,50,000

Whoa! That's a big number, India's AI Professionals...second country with the highest AI Professionals..



## SOPHIA(ROBOT)

**Sophia** is a social humanoid robot developed by Hong Kong-based company Hanson Robotics. Sophia was activated on April 19, 2015 and made her first public appearance at South by Southwest Festival (SXSW) in mid-March 2016 in Austin, Texas, United States. She is able to display more than 62 facial expressions.

In October 2017, the robot became a Saudi Arabian citizen, the first robot to receive citizenship of any country. In November 2017, Sophia was named the United Nations Development Programme first ever Innovation Champion, and the first non-human to be given any United Nations title.



## ADVANTAGES OF ARTIFICIAL INTELLIGENCE

**Error Reduction:** Artificial intelligence helps us in reducing the error and the chance of reaching accuracy with a greater degree of precision is a possibility. It is applied in various studies such as exploration of space.

### **Difficult Exploration:**

Artificial intelligence and the science of robotics can be put to use in mining and other fuel exploration processes. Not only that, these complex machines can be used for exploring the ocean floor and hence overcoming the human limitations.

## DISADVANTAGE OF ARTIFICIAL INTELLIGENCE

### **High Cost:**

Creation of artificial intelligence requires huge costs as they are very complex machines. Their repair and maintenance require huge costs.

They have software programs which need frequent up gradation to cater to the needs of the changing environment and the need for the machines to be smarter by the day.

### **No Improvement with Experience:**

Unlike humans, artificial intelligence cannot be improved with experience. With time, it can lead to wear and tear. It stores a lot of data but the way it can be accessed and used is very different from human intelligence.

## REFERENCES

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- <http://searchcio.techtarget.com/definition/AI>
- <https://futureoflife.org/background/benefits-risks-of-artificial-intelligence/>
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Thank  
You

**ASSIGNMENT 10:**

**Presentations on micro projects using ICT**

**CUSROW WADIA INSTITUTE OF TECHNOLOGY, PUNE-1****DEPARTMENT OF SCIENCE AND HUMANITIES****COURSE TITLE:** Business Communication**COURSE CODE:** R18SC1708**ASSIGNMENT NUMBER:** 10**TITLE:** Presentations on micro projects using ICT

- I. **PRACTICAL SIGNIFICANCE:** Presenting one's views and expressing oneself in front of others is an integral part of business communication and professional life. Smart presenters almost always steal the show. Students must practice and develop the skills of presentation.
- II. **SKILLS:** To develop effective presentation skills.
- III. **EXPERIMENTAL OBJECTIVE:** To present micro project effectively.
- IV. **THEORY:** The important points in presentation skills are: body language, confidence, personal grooming, communication skills, use of ICT, looking for non-verbal clues/feedback from the audience etc.
- V. **EXPERIMENTAL SETUP:** Language laboratory
- VI. **RESOURCES REQUIRED:**

| Sr. No. | Name of the Equipment        | Specifications | Quantity | Remark |
|---------|------------------------------|----------------|----------|--------|
| 01      | Computers with LCD projector |                | 01       | -      |

**VII. PROCEDURE:**

- a) Be familiar with ICT that you are going to use for presentation.
- b) Present your contents confidently.
- c) Use /display positive body language during presentation

**As a student of Final Year Computer Engineering write a report about your visit to Pimpri-Chinchwad Industrial belt undertaken to study the general working conditions and particularly the transport system provided to them.**

### **Report**

**Introduction:** During the first terminal vacation in 2020 we, the Diploma Final Year Computer Engineering Students, visited the Pimpri-Chinchwad Industrial belt of Pune city with a view to study the general working conditions of the Industrial workers and particularly the transport system provided to them.

A brief report of the visit is given below:

#### **Layout of the Pimpri-Chinchwad Area:**

It is a rapidly developing area adjacent to Pune City on the Mumbai-Bangalore highway. When our bus was moving towards that area, our teacher informed us about the exact area which we were expected to study. We could see a chain of industrial units on both the sides of the highway.

Our first stop was near Atlas Copco factory. We kept our notebooks and writing material ready with us. Our teacher contacted the Public Relations Officer of the Company, who came out and escorted us into the factory. He showed us the various departments and general working of the factory. We asked several questions to the workers who willingly answered our questions. We had already written down those questions in our notebooks and replies given by workers were immediately noted down by all of us.

From there, we visited several medium and small scale industrial units. Our questions were mainly directed towards their working conditions and the transport arrangements provided by their organizations.

#### **Summary of the Discussion with Workers:**

After discussing various matters with the workers, we arrived at the conclusion that there were a lot of difficulties and drawbacks, in their transportation system. It was seen that the workers were required to spend on an average two to three hours to reach their working site from their residence which is certainly a laborious task. An efficient transport system will ultimately increase their productive efficiency. In all the industrial cities of India, such problems exist with only a difference of degree.

Submitted by:

Rohan Bedage

Roll No: 194093

3<sup>rd</sup> Year DCE

#### **CONCLUSION:**

After performing this assignment I have learnt to write visit report.

### **Student Activity**

#### **Suggested Student Activities**

1. Summarize the contents of a famous book/books.[fiction/nonfiction]
2. Write a report on various formal events in your college.
3. Identify a good business leader, study his presentations and prepare a report on it.

Selected Activity:

Summary on the contents of a  
nonfiction book

BOOK NAME : WINGS OF FIRE

Report:

### Wings of Fire

Wings of fire is the autobiography of former Indian president and eminent scientist late A.P.J. Kalam. It is the story of a boy from a humble background who went on to become a key player in Indian space research / Indian missile programs and later became the president of India. It was very engaging initially, but tended to drag a bit towards the end with lot of technical details and procedural information of his space research and missile project.

I loved to initial chapters of "wings of fire" since it gives a vivid picture of our country during 1930-1950s. Kalam was born in Poneswaram, a Southern religious town in Tamil nadu.

The initial chapters provides an interesting glimpse of religious harmony which existed before India's partition. Kalam in younger years wanted to be an officer in air force, however he couldn't clear the interview. He met Swami Sivananda after this failure and his words to Kalam interesting in a way prophetic,

"Accept your destiny and go ahead with your life. You are not destined to become an air force pilot. What you are destined to become is not revealed now but it is predetermined. Forget this failure, as it was essential to lead you to your destined path. Search instead for the true purpose of your existence. Become one with yourself; my son! Surrender yourself to wish of God".

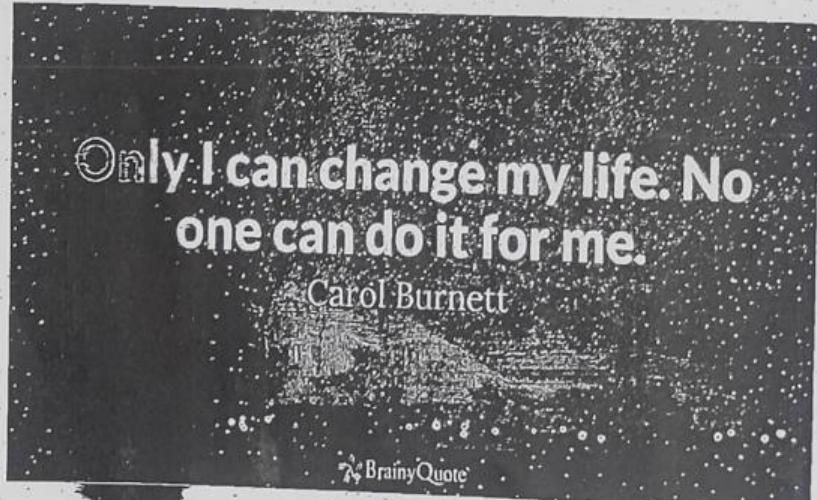
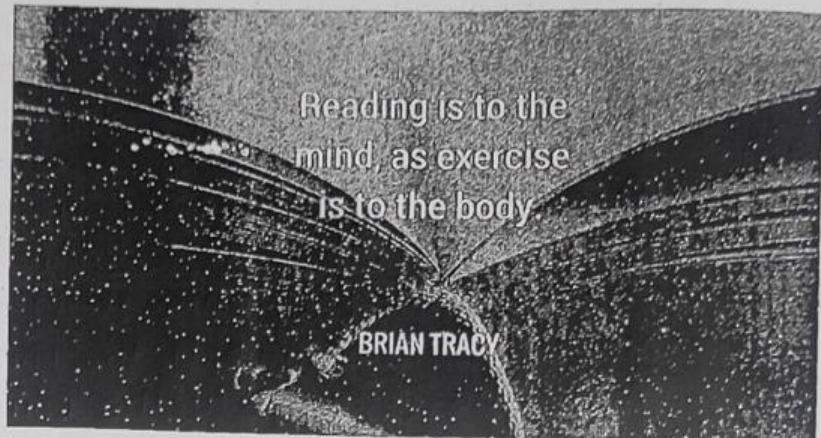
In the book we learn how Kalam started his career in Aeronautical Development Establishment (ADE).

and was involved in the design of a hovercraft. He is also a poet and is a huge fan of poems. The book contains many of his own poems and his favourite poems. Here is an example.

Do not look at Agni, as an entity directed upward, to deter the ominous orehibit your might. It is fire in the heart of an Indian. Do not even give it the form of a missile, as it clings to the burning pride of this nation and thus is bright.

## ASSESSMENT SCHEME: 4-point scale

| Category                      | Marks |
|-------------------------------|-------|
| Structure And Presentation    |       |
| Quantity Of Information       |       |
| Quality Of Information        |       |
| Group Activity/Team Work      |       |
| Timely Completion Of Activity |       |
| <b>TOTAL (20)</b>             |       |

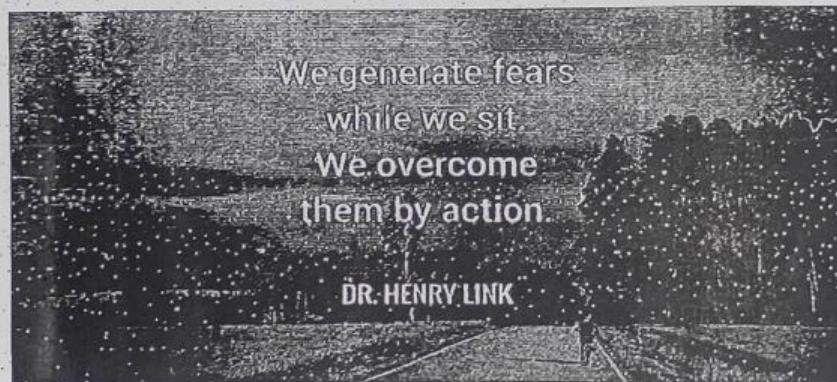
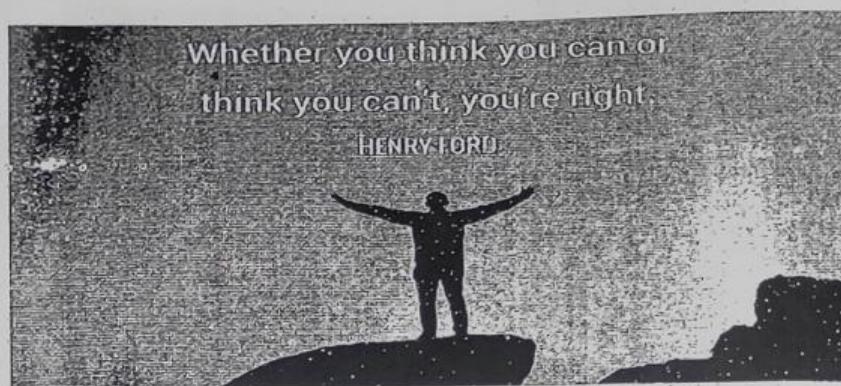


**Life is 10% what happens to you and 90% how you react to it.**

Charles R. Swindoll

You are never too old to set another goal or to dream a new dream.

C.S. LEWIS



Knowing is not  
enough; we must  
apply.

Wishing is not  
enough; we must  
do.

JOHANN WOLFGANG  
VON GOETHE, AUTHOR

The secret of getting  
ahead is getting started.

Mark Twain

