

# **THANK YOU**

Submitted By:-  
Name:Pulkit Gupta  
Enrolment Number:05096402722  
Group:C13

c) →

What are your hobbies?

My favourite hobby is travelling because I love discovering new places around the world. I often save up for months to plan a trip every year. I like travelling to mountains and colder regions so that I can spend time in nature and capture all wonderful moments of beauty with my camera. I like doing nature photography since I was in school and I think I am truly proud of it. I have covered almost every region in India and is planning to do a road-trip to Leh-Ladakh this year to capture scenic beauty and enjoy the best skywatching.

d) →

What are your strengths and weakness?

My strength includes problem solving ability, as an engineer I have learned to perform well under pressure. I get excited tinkering around with gadgets in my personal life, and this trait has come in handy in workplace when I get to know a piece of software. On other hand being a naturally shy person is my one of the greatest weakness. I have always felt nervous presenting in front of group. Though, I am working hard on reducing my fear of public speaking and I strongly believe that someday I will turn my weakness into a strength.

Q12..

a) →

How would you describe your character?

I would describe my character as someone who is compassionate and empathetic. I genuinely care about others and strive to understand their perspectives and experiences. I believe in treating everyone with kindness and respect, regardless of their background or beliefs. I consider myself to be a lifelong learner. I'm always eager to expand my knowledge and acquire new skills. I consider myself to be open-minded and curious. I have strong desire to learn and explore new ideas and concepts. I enjoy overcoming challenges with dedication and effort. I always believe that there is always "one more thing" to learn.

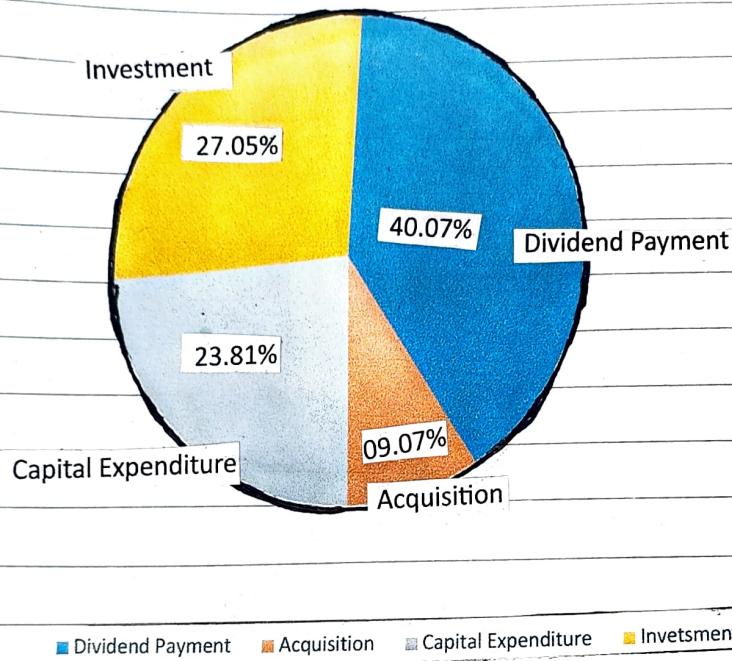
b)

What makes you impatient?

Lack of clarity or certainty about a situation make me impatient, I always believe in having a clear set of rules and instructions for a task. I can only mitigate impatience by having an immediate resolution. I have a natural inclination to seek understanding, meaning, and a clear sense of direction. I believe in seeking clarification, asking questions, and engaging in effective communication to help alleviate impatience. Also time pressure and tight deadlines makes me impatient, and reduces my concentration hence lowering my progress. I try to complete my task with full concentration and before time to increase efficiency of work.

Pie chart.

Cash Deployment



Teacher's Sign .....

Topic..... Date.....

we can have a look at the environment of RAACK academy.

Mother: Yes, that is absolutely necessary because safety of Geetha is our top-most priority.

Father: Along, with this we can have a discussion over the cab service provided by the academy because I have seen quite a few cabs nearby.

Mother: Absolutely, this would save her time in finding transport for travelling.

Father: So, lets have a discussion this sunday with the teacher and gather information in order to take best decision for Geetha.

Teacher's Sign .....

Ans 10:

Mother: Geetha wants to join western dance academy in the evening at RAACK academy. What do you think?

Father: Oh, that's great! I've noticed how much Geetha enjoys dancing, and I think it would be an amazing opportunity for her to pursue her passion more seriously.

Mother: What timing shall we opt for?

Father: I think, we should consider her current schedule and see how the dance classes can fit in without putting too much strain on her.

Mother: Yes, her well-being is our top priority. So, let's find out specific timings of the classes at RAACK academy and check if they align with her tuition classes.

Father: Absolutely, so, let's reach out to RAACK academy and inquire about the class timings.

Mother: Okay, I will try to schedule a meeting with the teacher at RAACK academy on coming Sunday for discussion on timings as well as fees.

Father: Oh, great! This would also allow us to visit the academy along with Geetha so, that

Teacher's Sign .....

Topic..... Date.....

Through his dedication and visionary leadership, he transformed the village into a shining example of progress and development. The once forgotten village became a model for neighbouring communities, attracting attention for its innovative initiatives. His return to village as an IAS officer ignited a spark of hope and inspired younger generation to dream big. Villagers saw in Hari a living example of how determination, preservation, and a deep-rooted connection to one's root could lead to a meaningful change.

Teacher's Sign .....

Q9. (a)

## The Journey of Dreams

The moment Hari stepped down from the train, he was greeted at the platform by the people of his small town. They gathered there with garlands and a band because a child from a small town is returning back having cleared the grueling IAS examination with exceptional scores. It was a moment of great pride, not just for Hari, but for the entire village. The news of his success spread like wildfire, and a wave of joy swept through community.

Overwhelmed by love surrounding him, Hari addressed the gathering, expressing his gratitude to his village, which had always been his guiding light. He shared his dreams of transforming the village into a hub of opportunities, where every resident could prosper and fulfil their potential.

Hari wasted no time in translating his words into action. With this new found authority and knowledge, he embarked on a mission to bring holistic development in village. He initiated projects to improve the infrastructure, health care facilities and overall opportunities. He worked tirelessly to connect the village to government schemes, ensuring that benefits reached every doorstep. He focused on promoting sustainable farming practices, empowering local artisans, and creating skill development programs to enhance employment opportunities for youth.

Teacher's Sign .....

Q9. (a)

### The Journey of Dreams

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Topic..... Date.....

earning back the trust and restoring the library's confidence in my abilities. I appreciate your understanding and cooperation in resolving this issue. I value the resources and services provided by the library and want to contribute positively to its mission.

Please accept my sincere apology, and I look forward for a positive reply and guidance on how to proceed.

Yours Sincerely,  
Andrew

Teacher's Sign .....

Topic..... Date.....

Q8.

AB - 32, 1st Floor

Lotus Society

Gurgaon - 97

04 June 2023

The Librarian,  
BM University,  
Delhi

Subject: Apology for lost book and request for further modalities

Respected Sir,

I am sorry to inform you that the book titled 'In the Woods' by Author: Tana French, that I had borrowed from the library on 20 June, 23 has been lost. It was due for return today.

I would like to take responsibility for the lost book and request guidance on the necessary modalities to resolve this matter. I am willing to replace the book with a new one. If I don't find it in any store, I will pay the necessary amount for it to compensate the loss. Please let me know the preferred method for resolving this matter, and I will take the necessary action to remedy this situation.

I assure you that I have learned a valuable lesson from this incident. I am committed to

Teacher's Sign .....

Q7.

- Qa) Can you describe your organisational skills and how you ensure efficient record-keeping and document management?
- Qb) What computer software and office equipment are you proficient in using for administrative tasks?
- Qc) How do you handle confidential and sensitive information while maintaining strict confidentiality?
- Qd) Are you comfortable working independently or as a part of team? Can you describe a situation where you have excelled in either scenario?
- Qe) What steps do you take to stay organized and maintain an orderly workspace?
- Qf) What do you say is your greatest strength as an administrative clerk?
- Qg) What do you think is most important aspect of customer service?
- Qh) What have you learned from mistakes as an admin clerk?
- Qi) How do you effectively communicate and collaborate with colleagues and supervisors in administrative role?
- Qj) How do you ensure accuracy and attention to detail in your administrative work?

Ans 6 :

Sample message to introduce myself to the employees of company I have joined

Hi everyone,  
Let me introduce myself. I'm Paul, and I have joined the team as a software developer.

I thought it might be worth giving you some information on my background and skills. I completed my B.Tech in 2015 from Maharaja Agrasen Institute of Technology and got placed in Goldman Sachs as a SOE-I. Since, then I have learned many new technologies and have met people from various religions. I completed my 8<sup>year</sup> journey in May 2023, and was lucky enough to receive an offer from Mr. Jame (Manager, Director, HP) to join as software developer.

I'm excited to get to know you and start my career here. I'd welcome the chance to learn more about you and what you do. This will help me to get off to the best start.

You can find my contact details in the office application or on MS Teams.

I'm really looking forward to working with everyone at HP.

Kind regards,  
Paul.

Ans 5:

Managing a conflict regarding order of presenting projects in classroom requires effective communication, fairness and collaboration. Here are some of the points mentioned to handle the situation:

1. Encourage open discussion: Create a safe and a respectful environment for the students to engage in an open discussion. Encourage them to share their ideas and propose potential solution to conflicts.
2. Establish clear guidelines: Ensure that there are clear guidelines or rules regarding the presentation order in class. If no such guidelines exist, establish fair criteria for determining presentation order.
3. Involve the class: If appropriate, involve the rest of class in decision-making process. Conduct a class discussion or vote to determine presentation order ensuring that process is fair and unbiased.
4. Facilitate compromise: Guide students towards finding a compromise that satisfies both parties. Encourage them to consider alternative presentation order, such as presenting in different classes or teams.
5. Find common ground: Look for areas of agreement or shared objectives. Emphasize the importance of collaboration and teamwork in achieving a successful presentation.

It is important to approach conflict resolution from with fairness, transparency and a focus by involving other students. This can manage conflict and create positive learning environment for everyone involved.

# Shown dead on paper, 70-year-old fighting to prove she's alive

Mohammad.Dilshad  
@timesgroup.com

**Agra:** Shanti Devi, a 70-year-old widow "declared dead" in official records, has been running from one government officer to another in UP for the past eight years to prove that she is alive. The woman claimed that after "showing her dead", her daughter and son-in-law transferred five bighas of her land in their names.

Like any other day the septuagenarian, a resident of Tandhera in Muzaffarnagar district, reached the 'Sam-poorna Samadhan Diwas' public grievances camp at Jansath tehsil on Saturday and pleaded with the officers to give a certificate mentioning that she is alive.

In her complaint, the woman said, "My husband, Babu Ram, died eight years ago. He had 28 bighas of farmland, and bequeathed 23 bighas of land to my daughter and left five bighas of land and a house for me. My daughter and son-in-law fraudulently managed to take over even

the five bighas of land and the house after showing me dead in the records."

Devi added: "They harass me and want to throw me out of the house. They often refuse to provide me food... I had been making rounds of government offices to rectify this for the past eight years but to no avail. My husband had left some cash in his bank account which was also withdrawn by them."

She further claimed that the area patwari (village registrar) sided with them in this matter. "He helped my son-in-law after taking a bribe. A case, in this regard, is pending in the court of tehsildar," Devisaid.

When queried, naib tehsildar, Jasvinder Singh, said on Sunday that "the woman came to him for the first time and a probe has been ordered in the matter". Singh, who is posted at Jansath tehsil, said: "The woman approached us at the grievances camp. I've taken her application. Her verification will be done and further steps will be taken accordingly."

## c) Narrative writing

This article includes a story and recounts a sequence of events. It aims in engaging the reader and evoke emotions by creating a compelling narrative arc. This article focuses on the case study of a women who is fighting to prove that she is alive. It includes a character, a setting, a plot and a chronological structure. It engages reader to read the article till the end in order to find ending or results of the article.

d)

## Descriptive writing

This kind of writing aims to create detailed picture of an object or an event. It appeals to the reader's senses, enabling them to visualize and experience the subject being described.

This article describes an event, and creates an image of what actually happened in reader's mind.

# Manipur militants attack BSF post with mortars, torch Cong MLA's house

K Sarojkumar Sharma | TNN

**Imphal:** The private residence of Congress MLA K Ranjit Singh was among a cluster of houses and shops set ablaze by suspected militants at Serou Bazar near Sugnu in Manipur's Kakching district late Saturday, keeping the flames of the ethnic conflict alive and creating new flashpoints for the security establishment to deal with.

Most of the homes were deserted after the recent exodus to relief camps and the few areas untouched by the Meitei-Kuki clashes. Legislator Ranjit, who represents Sugnu constituency, wasn't at home either when the assailants struck, sources said. The crackle of arson in Sugnu was accompanied by the rat-a-tat of gunfire as about 30 heavily armed militants tried to lay siege to a nearby outpost

**HC ex-CJ Lamba to head probe panel**

The Centre has constituted a three-member commission of inquiry headed by former Gauhati HC Chief Justice (retd) Ajai Lamba as chairperson to probe the ethnic clashes in Manipur since May 3 that have claimed more than 100 lives and left a trail of destruction. **P9**

of the BSF and India Reserve Battalion, leading to a battle of bullets that kept the night awake till dawn. Sugnu was caught in the crossfire between militants and security forces again around afternoon, with both sides using mortars this time, witnesses said. There was no official word on the damage, if any, until evening.

► Related report, P 10

# 100s of Aravali hillocks flattened, sandstorms reaching NCR: Study

Shoebkhan @timesgroup.com

**Jaipur:** Scores of Aravali hills have vanished in the past 20 years due to unchecked mining and urbanisation, threatening the flora and fauna of one of the world's oldest mountain ranges and leaving the path open for sandstorms from the Thar desert to hit the national capital region (NCR) and western UP and increased conflicts with animals, warns an ongoing study on the state of the hill range.

The findings have come in a research of the Central University of Rajasthan (CURaj), which has identified over 31 hills in the upper Aravali range that have disappeared in the last two decades, besides "hundreds of hills" in the

## '41% OF FORESTS GONE SINCE 1999'

- Study says at least 31 hills in upper Aravalis have disappeared in 2 decades
- '100s of hills' gone in middle & lower Aravalis, number still being assessed
- 41% of forests gone. 10,462sq km was covered with dry deciduous forest in 1999. By 2019, just 6,116sq km were left
- This has led to increased man-animal conflicts, extinction threat to rare plants like neel, chonakurinji and karun kurinji



lower and middle levels.

"The systematic disappearance of hills at the upper level was recorded in Naraina, Kalwar, Kotputli, Jhalana and Sariska with heights of 200 metres to 600 metres above sea level. However, the count of vanishing hills at the lower and middle level, with

heights between 50 to 200 metres above sea level, has yet to be completed. All I can share now are the preliminary results which are very alarming," said LK Sharma, head of department of environmental science, CURaj.

► Related report, P 4

Topic..... Date.....

c)

### Appointment letter specimen

Ans→

AM Technologies Pvt. Ltd

Dear Henry,

I am pleased to confirm your acceptance of an internship as front-end developer in AM Technologies. On behalf of our entire team, I extend a warm welcome to you as an intern in our organisation.

You are requested to join organisation from 12 June 2023, and you are required to work for 6 hours a day till 12 July 2023 in order to get a completion certificate.

As a performance-based internship program, you will be provided incentives at the end of the internship, based on your performance in the company. All technical details and details of dispatching welcome kit will be communicated later.

Once again, congratulations on being selected for this opportunity. We are looking forward to working with you and wish you all the best as you begin your internship. If you have any questions please feel free to contact your mentor Mr. Raveen (Mobile No : 9123456789)

Sincerely,

Jane  
Managing Director.

Teacher's Sign .....

Topic..... Date.....

b)

Office order specimen

Ans →

St. Xavier International School

Ref : CIR/23/01

Date : 05 June 2023

### OFFICE ORDER

As per the instructions of Founder and Chief Advisor Dr. Ramanujan Verma and order of Govt. of NCT of Delhi, Teaching - in person will remain suspended till 20 June 2023 due to rising temperature and heat waves.

All programs / examination planned in this period may kindly be treated as cancelled.

Motsh Batra  
(General Secretary)

Copy to :

- All H.O.D.s
- Hostel
- Vice Chairman
- Teachers

Teacher's Sign .....

Topic..... Date.....

Q3.

a) Notice specimen

Ans→

AC Technical Society  
NOTICE

05 June 2023

Blood Donation Camp

Xavier Hospital, Dwarka is hosting blood donation camp on June 10, 2023 at B-block entry gate from 9:00am. Certified Physicians and registered nurses are available for service. Individuals aged 18-55 and willing to donate blood are requested to reach venue on time in order to contribute for noble cause.

Andrew Jack  
Managing Director

Teacher's Sign .....



# UJVNL LIMITED

H.O.: "UJJWAL", Maharani Bagh, GMS Road, Dehradun-248006  
Telephone.: 0135-2763508, 2763808 Fax- 0135-2763808  
CIN No. U40101UR2001SGC025866 Website [www.ujvnl.com](http://www.ujvnl.com)

RO No. 505

Date: 03.06.2023

## e-Tender Notice

Office of the Executive Engineer (Civil), UJVNL, Pashulok Barrage Rishikesh invites online bid from interested parties. Brief summary of tender is given below:

Tender No. 02/2023-24/EE (Civil)/UJVNL/Pashulok Barrage, Rishikesh.  
Name of work :Reconstruction of Kunaw Village Approach Road with Interlocking Tiles along Silt Ejector Channel of Virbhadra Barrage Rishikesh.

Estimated cost: Rs. 43,35,678.99 only (GST Extra).

Date of availability of bid document on website: From 17:00 hrs of 05.06.2023

Last date for submission of bids on website: Upto 17:00 hrs of 26.06.2023  
For fuller & further details, kindly visit e-procurement portal  
["https://uktenders.gov.in"](https://uktenders.gov.in)

**Executive Engineer (Civil)**

# Henry

Data Entry Clerk



9123456789



Henry12@gmail.com

in [linkedin.com/in/henry-Henry-25619a1](https://www.linkedin.com/in/henry-Henry-25619a1)



## CAREER OBJECTIVE

Data Entry Processor with 5 years of developing industry expertise. Proven track record of maintaining over 95% accuracy and streamlining business processes to reduce overhead and operational redundancies.



## EXPERIENCE

- **AM Textile : Data Entry Clerk (2021-23)**
  - Managed complete data entry and customer support functions for craft website
  - Managing Email communication and transcribing messages
- **Data Entry Clerk (2019-21)**
  - Performed modifications, edits, and deletions to the database based on authorized and approved documents.
  - Identified problematic data during the entry and comparison process



## EDUCATIONAL QUALIFICATION

EXAMINATION	BOARD/INSTITUTE	YEAR	RESULT
B.Sc.	AB Technical College	2017-2019	95.10%
12 <sup>th</sup>	Little flower high School (CBSE)	2016	94.40 %
10 <sup>th</sup>	Little flower high School (CBSE)	2014	92.83 %



## SKILLS

- SAP
- Microsoft Office
- Database Management System
- Problem Solving



## CERTIFICATIONS

- Certified Data Entry professional
- Certified Database tester
- Accurate typing professional (60 words per minute)



## LANGUAGES KNOWN

- English
- Hindi

11. In a Board of Director's meeting a Managing Director advises his subordinates to present the sector wise deployment of cash generated by the company with the help of a pie chart. The following are the details:

- Cash deployed for dividend payment : 40.07%
- Cash deployed for acquisition : 09.07%
- Cash deployed for capital expenditure : 23.81%
- Cash deployed for investment : 27.05%

Present the pie chart.

12. Personality / Character

- How would you describe your character?
- What makes you impatient?
- What are your hobbies?
- What are your strengths and weaknesses?

7. Frame 10 questions that can be asked while interviewing for the post of Admin Clerk?

8. Ask sorry and further modalities to a Librarian for having lost a book.

9. Read the following prompt and weave a story an about 150 words.

Provide a suitable title also.  
The moment Hari stepped down from the train he was greeted at the platform by the people of his small town. They had gathered there with garlands and a band.....

Or

Write a story in about 150-200 words with the following beginning and give a suitable title to it.

It was 6 o'clock in the evening and there was a lot of traffic on the road. Mohan was driving his way when suddenly two teenagers on bike overtook his car.

10. Complete the discussion

Mother : Geetha wants to join western dance classes in the evening at RAACK academy. What do you think?

Father :

---

Mother : What timing shall we opt for?  
Father :

---

Mother :

---

Father :

---

Mother :

**Technical Writing  
B-Tech 4<sup>th</sup> Semester  
Project**

**Guidelines for Project:**

1. Project should be handwritten and presented neatly.
2. It should be spiral bind.
3. It should have contents presented professionally with proper cover page and index.
4. Content should be original.

**Prepare a writing booklet with the following questions:**

1. Type a Resume for the post of Data Entry Operator giving it a proper display.
2. Collect three different samples of Tender Notices from your local newspaper. Paste each sample on a paper.
3. Prepare Specimen of any three official documents.
4. Collect and paste samples of Argumentative, Narrative, Expository and Descriptive writing from your local newspaper. Along with each sample analyse and write what features of different writings were present in the article which helped you categorize it as a particular kind of writing.
5. How will you resolve a conflict between two colleagues who want to present their project first in the classroom seminar ?
6. How will you introduce yourself to the new members of the company you have just joined?

# INDEX

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6	Sample introduction in new company		
7	Admin Clerk interview questions		
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9	Story Writing		
10	Dialogue Writing		
11	Creation of Pie Chart from given data		
12	Describing character		

## **TECHNICAL WRITING**

HS-204

Faculty : Dr. Shweta Sharma

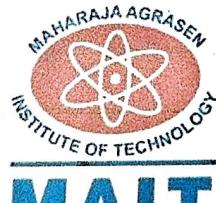
Submitted By:-

Name: Aryan Gupta

Enrolment Number: 00196402721

Group: 4C11

## **PROJECT**



उद्योग हि सिध्यन्ति  
कार्याणि न मनोरथैः

58  
Jew

Maharaja Agrasen Institute of Technology, PSP  
Area Sector-22, Rohini, New Delhi – 110085