

## MODULE 1

### A CHRISTMAS DAY IN THE MORNING

*Pearl S. Buck*

This is a story of a special gift given by Robert to his father, Adam. Adam usually called Robert in the morning to help him in the barn. Father milked the cows while Rob helped in cleaning. One day Rob overheard his father talking to his mother, Mary. He told that he didn't like to call Rob in the morning because he was growing and needed sleep. Then he understood that his father loved him. After that he helped his father out of love. During the next Christmas, Rob wanted to give a special gift to his father. Usually, his sisters sewed presents and mother cooked a turkey. Father bought things that they needed. Rob's usual present was a tie. Rob thought about Christ's birth in a barn and he wanted to give a present in a barn. He woke up at a quarter to three in the morning and cleaned the barn. He milked the cows. Then he went to bed. Adam called him at four o'clock, but was surprised to see the cans filled with milk. He understood that it was a loving present from his son. Father told that he would remember that gift as long as he lived. Robert learnt that love could awaken love. This was when he realized that his father loved him.

### SOMEBODY'S MOTHER

*Mary Dow Brine*

This poem tells about a boy helping an old woman cross the road. The woman was old and was in torn clothes. The street was wet due to snow and horse carriages were moving through the road. The woman wanted to cross the road but she couldn't because she was weak and was afraid that she would fall down. She looked around for help but people were busy and no one cared. Students who moved through the streets were also busy in their talk and play. One boy noticed this woman and he offered his help. He led the woman to the other side of the street by holding her arms. He told his friends that he helped the woman because she was somebody's mother who is old and slow. He hoped that someone would help his mother in the future when he was away. That night the old woman prayed to God to be kind to that noble boy who helped her.

#### Learn Words

- a) Latch, stable, loiter, chore, brisk, take for granted, stumble, creep, froth, queer, sob
- b) Words showing relation- Spouse, fiancée, colleague, bridegroom, son-in-law, sister-in-law, paternal, maternal, grandparents, niece
- c) relationship with, elder brother, cousin, distant relatives, sisters-in-law
- d) calls on, gets along, takes after
- e) Using a Dictionary-Entry word is the word searched, Pronunciation is given in slanting lines, Guide words tell about the first and last word in a page, Parts of Speech -Noun(n), Verb (v), Adjective (adj), Adverb (adv), Preposition (prep), Conjunction (conj) --- Past tense (pt), Determiner (det)--- American Eng (AmE), British Eng (BrE)--- Origin ( from L/Fr....)

#### Use Language

- a) Subject is the doer of the action. Object is the sufferer/ receiver of the action
- b) Question word - Why, who, which, where what, how..  
Auxiliary verb- do, does, did, is, am, are, was were, has, have, had, will, shall, may, would....  
Main Verb- work, write, jump, eat...
- c) Change the sentence into negative(page no.20)
- d) Rewrite an order into a request. Eg. Do it for me- Please do it for me.
- e) Rewrite an assertive sentence into an exclamatory.

Eg. What a huge bridge- It is a huge bridge.

How fast he runs- He runs very fast.

DESCRIBING A PERSON (page 28) - Write in this order ( build-height- face- eyes- complexion-hair- character)

1) LETTER WRITING (Requests, Complaints, Placing an order etc.)

Raju T.R  
Class No. 22  
SZ -----

OR

2 March 2017

The Class Tutor  
SZ ---  
Dept. of -----

OR

Dear Sir/ Respected Sir

Subject: Application for leave/ Request for conducting a seminar/ Purchase of computers/Payment for books  
Acknowledgement of payment received/ Defective printers/ Delay in payment/ Annual service of machine

Ref. No. B22/2018

I have completed my diploma in----- form this college/ I have submitted my original certificates-----/ I won't be able to attend the class-----/ We would like to purchase----- with the following specifications-----/ We earnestly acknowledge-----/ I would like to inform-----/ We regret to point out that-----  
( The product was not received in good condition/ The items were not supplied on time/Our order was delayed/ We found that some machines were damaged----- )

I would be grateful if-----/ I request you to-----/ Please issue me-----/ I would like you to look into the matter urgently/ We request you to make an immediate replacement.

(Enclosed are the copies of the bill and the warranty card/ Please contact me at the above address or telephone )

Yours faithfully

sd/-

Name

Module 2

Face on the Wall- E. V. Lucas

A group of people told strange stories at Dabney's house. At last, a little man in the group told that he had a strange experience which had concluded only that afternoon. Two years back, he was living in an old house in Great Ormond Street. The place was damp and the walls had patches. One of the patches looked like the face of a man. Other patches changed shapes while this one remained the same. Then he wanted to find a man having the face like that on the wall. He searched everywhere and finally found such a man in a taxi along Piccadilly (a road). He followed the man in another taxi. They reached Charring Cross (a junction) and travelled to Folkstone in a train. At Folkstone they entered a ship to Boulogne (France). The little man got his card and was surprised to see that the name of the person was Mr. Ormond Wall living in Pittsburgh, U.S.A. Later he understood that he was a millionaire with English parents. One day he found that the face on the wall had gone. Newspaper told that Mr. Ormond had an accident the previous day and later he died.

The little man told that there were three strange things about the story. The first thing was that the face resembles a man in America. The second thing was that both the street and the man had the same name. When the little man was leaving he told the third thing: he invented the story about half an hour ago.

I LEARN WORDS (PAGE-49)

a) Important words: Anxious, influenza, occurrence, hastily, stammer, instance, anxious, curious, convinced, in vain, remarkable, fate, determined, reeled, sprang up, faintly, slammed, screamed, visible, grip, vanquish, bizarre, suspicious

b) Describing words: sun-sunny, wind-windy..(p-51)

c) Symptoms: head hurts, skin is itchy, ears are sore, toothache, arm is sore, cut my finger, waist getting bigger, hair is falling, nose is runny, eyes are dry and watery, cut my tongue, throat is dry, chest feels tight, stomach hurts, knees keep locking, legs feel weak, twisted my ankle (p- 53)

a headache, a cold, BUT influenza, chicken pox, cancer Why?-----

d) Giving advice- You had better.., what about.., I want you to.., If I were you.., Why don't you..(p-54)

I USE LANGUAGE (P-55)

Active and Passive Voice

N1 + (helping Verb)+ Main Verb+ N2 -N2+ (helping Verb)+ Form of BE+ Past

Participle of Main Verb+ by+ N1

- Raju helped Rony - Rony was helped by Raju
- Raju has helped Rony - Rony has been helped by Raju
- Raju will help Rony - Rony will be helped by Raju
- Raju has helped the students - The students have been helped by Raju
- Raju is helping Rony - Rony is being helped by Raju
- Raju is helping the boys - The boys are being helped by Raju

BE	
Present Singular	Is, am
Present Plural	are
Past Singular	was
Past Plural	were
-ing form (used with helping verb)	<b>being</b>
Past Participle (,,)	<b>been</b>
Future (,,)	<b>be</b>

I WRITE WELL (p-66)

Explaining a process- 1) Find the object and begin the sentence with it. (ask WHAT/WHOM to the verb and the answer is the object) 2) Passive voice is used ( is heated , is cooked , are added , is placed) 3) Sentence connectors are used ( To begin, Then, Following this, next, in the next/subsequent stage, after that, finally) 4) Present tense is used 5) doer is not mentioned (Clay is used to make bricks by you)

I SPEAK WELL (P-71)

A) Welcome Speech

Good morning everyone,

Mr. Rahul K., our dear Head of the Dept. and chairman of this meeting, Mr. Rohan T. our chief guest, our dear teachers and my dear friends

We are very happy to have this seminar conducted by our department.

It is my pleasure to welcome everyone to this function.

I am very very happy to welcome our dear HOD Mr. Rahul K. who presides over this programme. He is the real man behind this programme. We welcome you sir to this function

Next, we have with us our chief guest Mr. Rohan T. who is the HOD of ----- from Govt. Engg. College, Bangalore. He will inaugurate this seminar and deliver the keynote address. We are honoured to welcome you sir to this function.

With great pleasure I welcome all our dear teachers and presenters of papers. I also take this opportunity to welcome all my friends to this seminar. Once again I welcome you all

Thank You

B) Vote of Thanks

Good evening...

Mr. Rahul.....

We have come to the end of a wonderful seminar

I consider it an honour to thank you all.

First, I extend my sincere gratitude to our HOD, MR. Rahul K. who presided .... He was the real man..... Thank you very much sir.

My sincere thanks to Our chief guest, Mr. Rohan T. who is the HOD ----- . He inaugurated this meeting and delivered the keynote address. We are honoured to have you sir. Please accept our sincere thanks.

We are indebted to our dear teachers and presenters who made this seminar a success. I thank you all.

A big thank you to all my friends here for their cooperation and participation. Once again thank you all.

MODULE 3

EQUIPMENT (Poem) by Edgar Allen Guest

This poem tells that every person is equipped to succeed in life.

All the great people have equipment like two arms, two hands, two legs, two eyes, and a brain. They began their life with this equipment. So we also should move by saying " We can". The wise and great people use similar plates, knives, forks and laces like that of us. But we also have everything they have. We can succeed if we desire. We have legs, arms and a brain to succeed. Great men began their life just like us. We should face the handicap/limitations in us. We should choose our place. God has equipped us for life. But we should decide to succeed. We should have the courage and the will to succeed.

**VOCABULARY** - equipment, versatile, triumph, furnish, colleague, perseverance, lad, look over, deeds, figure it out, handicap, annoy, will, distinguished, outstanding, provide, obstacle, hindrance, short coming, intention, desire, brilliant, creative, recruit, take over, sacked, hired, report back, hack into, clamp, carve, wedge, smoothen, groove, scrape, rinse salary- wages, employer- employee, skilled- unskilled, qualification- certificate, ride- drive, get in- get on, fasten- tie, stationary- stationery, ply- travel, apprentice- work, schedule- time table, borrow - lend, profession - occupation, acquaintance

Partner, associate, colleague, flexible timing, private sector, well paid, incentives/ increment

a) words related in meanings (synonyms) b) words having opposite meaning ( antonyms) c) words for describing

b) relative pronouns- who/ whom, whomever/ whoever, whose, that, and which ( page 96)

c) Lets Talk—How are you?-----, How do you do?-----

Mr. Vinod Khanna, Prof. Gupta, Dr. Vinayaka, Mr. Khanna. Mrs. Geeta Ramaswamy, Mrs. Ramaswamy, Mrs. Geetha

Pardon me-----, I beg your pardon,-----

first name-----, middle name-----, surname/ family name/last name-----

Phrases used:-----

d) DESCRIBING AN OBJECT: (P.102) Definition----- (it is a two balded cutting instrument. It is used to). Appearance----- (a wooden plank with ..) Parts----- ( it has three parts. It include.....) Materials used ----- ( It is made up of wood, steel, plastic, glass) Shape----- ( It has a---X shape, tube likeness, rectangular, oval, triangular, conical, cylindrical) Size----- ( It is ....small, not heavy, medium size and weighs 3 kgs., big and very heavy) Measurement ----- (It has a measurement of 12'x 5'x 4' feet) (2" inches) ( is one foot long/ has one foot length) Use----- (It is used for) Colour ----- ( It is of different colours) Texture----- (It has a -----texture. sandy, rough, smooth, oily, even, uneven, shining) Physical properties----- ( It is---dry, wet, moist, brittle, soft, fragile, hollow, straight, attached, detached, below, at the end, inside). Additional information ( Nowadays it is ...)

INTERVIEW SKILLS

## MODULE 4

## INNOVATIONS THAT CHANGED THE WORLD

Three innovations of the ancient period- fire(4000,000 BCE), wheel 3400 BCE), paper (105 AD)  
Modern innovations- Light bulb (1800), Semiconductors (1896), The internet (1969), The Mobile Phone (1973)and The Smart Phone(2007)

**FIRE (4000,000 BCE):** Controlled use of fire was a invention of the early stone age. Chance rubbing of stones created his own fire. In Greek legends Prometheus stole fire from the heavens and gave it to man. In Vedic scripture Agni is a messenger between people and their gods. Zoroastrians and the Aztecs of Mexico worshipped fire. Today fire is used in cooking, smelting of metals and for combustion.

**THE WHEEL ( 3400 BCE):** It is the greatest invention. It is the basis of movement. Man used wheel in the power sources like animals, water and wind. Machines and other gadgets use wheels. In ancient clay tablets of Ur pictures of potter's wheel is seen. In 1888, John Dunlop developed the air filled pneumatic tyre. Tyre is a symbol of the never ending cycle of life.

**PAPER ( 105 AD) :** In ancient days books were made of wood and bamboo. They were heavy and needed a lot of space. So invention of paper was a great thing. The word paper is from papyrus plant used for making paper in 3000 BCE. Ts'ai Lun described the making of paper from cotton rags in AD 105 Later paper was made from wood pulp using machines. Eco-friendly paper like *bagasse* also were introduced later. Availability of paper and printing brought knowledge to common man.

**THE LIGHT BULB ( 1800):** The most important modern invention of the modern age is electric light bulb Humphry Davy invented the first electric bulb in 1802. Thoams Edison invented a carbon filament in 1879 which gave light for a long time.

**SEMICONDUCTORS (1896):** Semiconductors have the properties of both conductors and insulators Michael Faraday observed the semi conductor effect in 1833. Sir Jagadish Chandra Bose invented the first semiconductor device in 1901 used for detecting radio waves. Silicon is the main component in semi conductors.

**THE INTERNET ( 1969):** APARNET was the earliest form of Internet. It was built by the US for defence purposes. The first message was LOGIN and only L and O reached the other end. Tim Berners create the HTTP in 1991 which made web linked documents. In 1992 researchers of the University of Illino developed a browser to view the World Wide Web called Mosaic and later known as Netscape. Othe popular browsers are Firefox, Chrome and Opera. Wireless internet has now seen everywhere. Sites lik Facebook, Twitter, LinkedIn, YouTube, Flickrand Wikipedia help people to share their interests.

**THE MOBILE PHONE (1973) THE SMART PHONE (2007):** Martin Cooper of Motorola used the fir mobile phone on 3 April 1973. It weighed 1.1 kg and had 30 minutes of talk time. Later mobile phone became handy. Apple launced the first iPhone on 9 January 2007. It had a lot of facilities. Later tablet cloud connected glasses and smart watches came into use.

**I LEARN WORDS-** combustion, gadget, ubiquitous, usher, bagasse, imbue, incandescent,

landmark, benefactor, smelt, compact, hybrid

### II Direct (reporting) and Indirect (reported) Speech

a) All tenses change to their past . b) All past changes to their perfect forms. c) "... " not used d) change into sentence form

Five types of change: a) Assertive (statements) b) Imperative (Orders/ Requests) c) Yes/ No question d) Exclamatory (!) e) WH questions

a) Assertive (statements): He said that+ ( past tense)  
"I write a book", he said - He said that he wrote a book.

b) Imperative (Orders/ Requests) He asked/ requested to+ ( No change in tense)  
He said, "Write quickly" - He asked to write quickly.

c) Yes/ No question He asked if he + form of a sentence ( past tense)  
"Are you ready?", he asked. - He asked if he was ready.

d) Exclamatory He exclaimed that it was a good answer./he ran very fast: (!) :  
"How fat he runs!", he said. - He said that he ran very fast.

e) WH questions:  
He asked what/where/ why/ how/ who/which + form of a sentence ( past tense)

"What is your name?", he said. - He asked what his name was.  
"Why are you leaving early?", he said. - He asked why he was leaving early.  
"Where did you go?", he said. - He asked where he had gone. (did+ go= went)- had gone

**I WRITE WELL**

Email

TO	
SUBJECT	

**I SPEAK WELL**

• Speak about everyday activities/ schedule

Hello everyone ! good morning

(Use past tense) First we visited the site. Then we went to the manager at 11 am. we were familiar with the work.....

-----

-----

-----Thank you

# Phonetic Symbols

Consonants			
1	p	as in	pen /pen/
2	b	as in	big /bɪg/
3	t	as in	tea /ti:/
4	d	as in	do /du:/
5	k	as in	cat /kæt/
6	g	as in	go /gəʊ/
7	f	as in	four /fɔ:/
8	v	as in	very /vɛri/
9	s	as in	son /sʌn/
10	z	as in	zebra /zɛbrə/
11	ʃ	as in	live /lɪv/
12	m	as in	my /maɪ/
13	n	as in	near /nɪə/
14	h	as in	happy /hæpi/
15	r	as in	red /red/
16	j	as in	yes /jes/
17	w	as in	want /wɒnt/
18	θ	as in	thanks /θæŋks/
19	ð	as in	the /ðə/
20	ŋ	as in	the /θə/
21	ʒ	as in	television /tɛlɪvɪʒn/
22	ʃ	as in	child /tʃaɪld/
23	ʒ	as in	German /dʒɑ:mən/
24	ʒ	as in	English /ˈɪŋɡlɪʃ/

Vowels			
25	i:	as in	see /si:/
26	ɪ	as in	bit /bɪt/
27	e	as in	ten /ten/
28	æ	as in	trap /træp/
29	ʌ	as in	strut /strʌt/
30	ʊ	as in	put /pʊt/
31	ɔ:	as in	hot /hɒt/
32	ɒ	as in	morning /ˈmɔ:rnɪŋ/
33	ʊ	as in	football /ˈfʊtbɔ:l/
34	u:	as in	you /ju:/
35	ʌ	as in	strut /strʌt/
36	ɔ:	as in	learn /lɜ:n/
37	ɒ	as in	lotter /ˈlɒtəri/

Diphthongs (two vowels together)			
38	eɪ	as in	name /neɪm/
39	aɪ	as in	eye /aɪ/
40	aʊ	as in	now /naʊ/
41	ɔɪ	as in	boy /bɔɪ/
42	aʊ	as in	now /naʊ/
43	aɪ	as in	eye /aɪ/
44	aɪ	as in	eye /aɪ/
45	aɪ	as in	eye /aɪ/

- 1) Use slanting lines on both sides
- 2) Many English letters are different from phonetic symbols

/əˈbaʊt/, /æbsəˈlu:t/, /ækəˈdemɪk/, /əkˈsept/, /əˈkaʊnt/  
 /əˈsɪd/, /ədˈmɪnɪˈstreɪʃn/, /ædˈvɑ:nt/, /tʃa:ˈdʒ/, /ˈbrʌʃə/  
 /ˈhʌn/, /deɪ/, /ɪˈgʒæm/, /feɪm/, /ˈfɔ:rn/, /ˈfɔ:wəd/  
 /fʌnd/, /geɪv/, /ɡraɪnd/, /ɡrɪ:t/, /helθ/, /ha:t/  
 /ˈhəʊld/, /ɪnˈfɑ:nt/, /ˈdʒænjʊəri/, /ˈdʒu:əlri/, /ˈdʒu:s/  
 /ˈleɪtə/, /laɪt/, /lʌv/, /ˈnæɡəv/, /ˈmɒnɪtə/  
 /ˈmju:zɪk/, /ˈneɪʃn/, /ˈneɪʃu:, /ˈneɪbə/, /ˈəʊʃn/  
 /ˈəʊpɪŋ/, /ˈbɪːnəmənt/, /pəˈfektʃən/, /pəɪnt/  
 /ˈplaɪnt/, /ˈkwestʃən/, /ˈrɪhɜ:səl/, /ˈrɪtɜ:n/  
 /raɪt/, /ˈrəʊtəʃən/, /sælˈjʊˈteɪʃən/, /ˈseksən/  
 /səˈleɪvə/, /ˈstju:dənt/, /ˈti:tʃə/, /ˈtræfɪk/



(Common to all Diploma Programmes)

ENGLISH FOR COMMUNICATION – II

Maximum Marks : 100

Time:3 hours

PART A

Read the following excerpts and answer the questions that follow:

I "The best Christmas gift I ever had, and I'll remember it, son every year on Christmas morning, so long as I live."

- a) Who is the speaker? (1)
- b) Why is that Christmas present so special? (2)
- c) Narrate the incident about this present. (4)

II "Well, I got better, but the face still controlled me, I found myself searching the streets for one like it...."

- a) Which is the face referred to here? (1)
- b) When did the face begin to control him? (2)
- c) What happened to the face at the end of the story? (4)

III "Look them over, the wise and great, /They take their food from a common plate"

- a) Who is referred to as the wise and great? (1)
- b) What is the meaning of the second line? (2)
- c) What is the message given in the poem? (4)

IV Reading at that time needed not only brainwork but also physical strength. Thus the invention of paper was revolutionary.

- a) Why did reading require physical strength? (1)
- b) Where did the term paper come from? (2)
- c) How did paper become cheap? What is the result of advancement in printing technology? (4)

PART B

V a) Wireless internet has grown rapidly in the past few years.

- 1) Change the sentence into negative.
- 2) Find the subject of the sentence.

(2\*1=2)

b) Choose the correct word from the brackets and fill in the missing gaps

1) He is my ----- brother. ( older , elder)

2) Vimal has gone to the ----- store. (stationary, stationery) (2\*1=2)

c) Combine the sentences using suitable relative clauses.

1) This is Swetha. She won the first prize for the quiz.

2) a hotspot is an area. People go there to access the Internet. (2\*1=2)

d) You want to appreciate the boy in 'Somebody's Mother'. Write two sentences praising the boy. (2\*1=2)

e) Imagine your friend is very very ill. Write two sentences advising him. (2\*1=2)

f) Given below are dictionary entries of the word 'great'. Study it carefully and answer the questions that follow.

great adj.

1. very large

2. well above average, exceptional

3. very important, distinguished

greatly adv.

greatness n.

1. What is the adverb of the word 'great'?

2. 'She is a person of great courage.' Here the meaning of 'great' is-----

3. Use 'greatness' in a sentence of your own.

4. To which part of speech does 'greatly' belong? (4\*1=4)

g. Write down the following words in their orthographic form (English)

1. /gɪv/ 2. /n-t/ 3. /f-n/ 4. /n-s/ /gɪv/, /nɒt/, /fæn/, /nɔ:z/ (4\*1=4)

VI a) Fill in the blanks using the correct words from the box given below

(bizarre, versatile, calls on, imbued)

1. Whenever Victoria goes to town she----- Susan.

2. She was astonished at the ----- news.

3. Tagore was a ----- genius.

4. The new leader is----- with enthusiasm. (4\*1=4)

b) Pick out the word that is different from the others in meaning.

1. sturdy      plump      obese      lean

2. crowd      mob      throng      sob

3. mend      fix      refund      patch up

4. anxious      eager      keen      mean (4\*1=4)

c. The following passage has 4 spelling errors. Correct and rewrite the passage

I can't attend class because of a headach. I would be grateful if you grand me leave. (4\*1=4)

d. There are some errors in the given passage. Correct it and write them down

- Semiconductors is present in most of the modern devices 1. ....  
 where we use including televisions, computers and mobile phones 2. ....  
 Semiconductors are exactly what the name implying 3. ....  
 They have the properties with a conductor and insulator in one substance 4. ....

(4 × 1 = 4)

e. Use the passive voice.

1. Ten houses \_\_\_\_\_ here last year. (build)
2. Maize \_\_\_\_\_ in the rainy season by farmers. (sow)
3. The job \_\_\_\_\_ by the end of next month. (complete)
4. She \_\_\_\_\_ with the Padmashri early this year. (honour)

(4 × 1 = 4)

f. Read the following dialogue and complete the paragraph.

Asha: Hi Deepa! How are you?

Deepa: Hi Asha! I'm fine.

Asha: Where are you going?

Deepa: I am going to the SNV Stores for shopping.

Asha: Don't go there, it is too expensive over there.

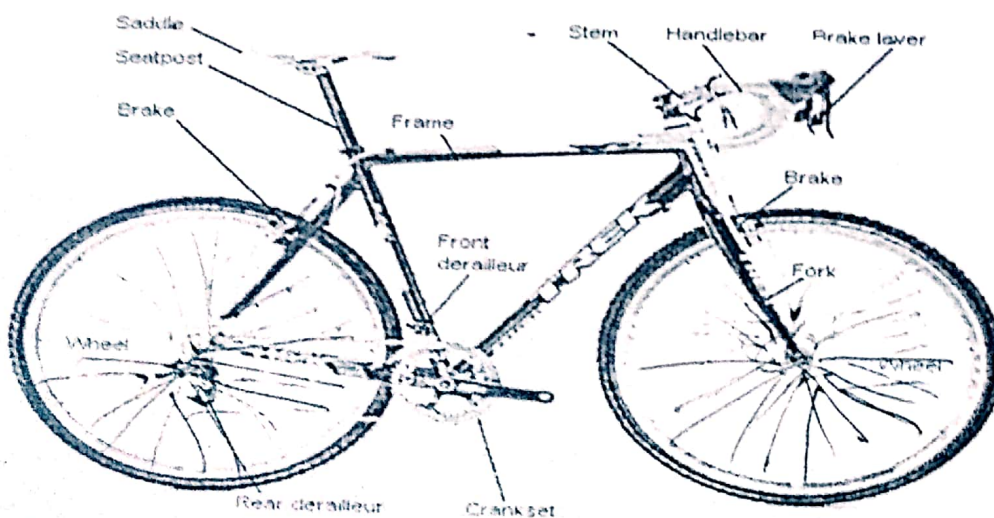
Deepa: How thoughtful of you!

Asha greeted Deepa and they exchanged pleasantries. Asha asked her \_\_\_\_\_.  
 Deepa replied \_\_\_\_\_ for shopping. Asha warned her \_\_\_\_\_ as it was  
 too expensive over there. Deepa was so pleased to hear that and said \_\_\_\_\_.

(4 × 1 = 4)

## PART C

VII Describe the following article in about 50 words



VIII You are the purchase manager of NVF Limited. You ordered a new copy machine for your office. when it is installed, you find that the copy machine is defective. Send an email to the service centre telling them about the exact nature of the complaint. (5)

IX Read the process given below about making an omelette and rewrite it.

Beat eggs with 2 tablespoons of milk in a bowl with an egg beater. Season with salt and pepper. Heat a medium frying pan over medium flame. Add butter and spread it evenly. Pour the beaten egg into the pan. Tilt it so the egg covers the base. Cover the pan and heat till the egg is cooked. Turn it over once done. Serve with coriander leaves as topping.

Begin like this: Eggs and 2 tablespoons of milk are beaten in a bowl with an egg beater. It is seasoned with salt and pepper. ....

(5)

X Write a letter to the Principal of your institution asking him to grant you leave for two days.

(5)

XI The schedule of the daily activity of Mr. Ram, the Technical Advisor of GBZ Company is given below. Study it carefully and write a report.

**9 am :** Punching, register updating; **10 am:** Conducts a plan meeting; **11 am:** Checks products for delivery; **12 Noon:** Advise and clarify doubts; **1.30 pm:** Resumes work; **2 pm:** Checks payments and receipts on bank; **3 pm:** Visits factory outlets; **5 pm:** Day review meeting

(5)

XII Imagine you are the secretary of the nature club of your college. On world environment day, you conduct a seminar on the different environmental issues and solutions. You are asked to welcome the gathering. Prepare a welcome speech to be delivered on the occasion.

(5)