

One Day Workshop on Communication in English



Basics of Written Communication

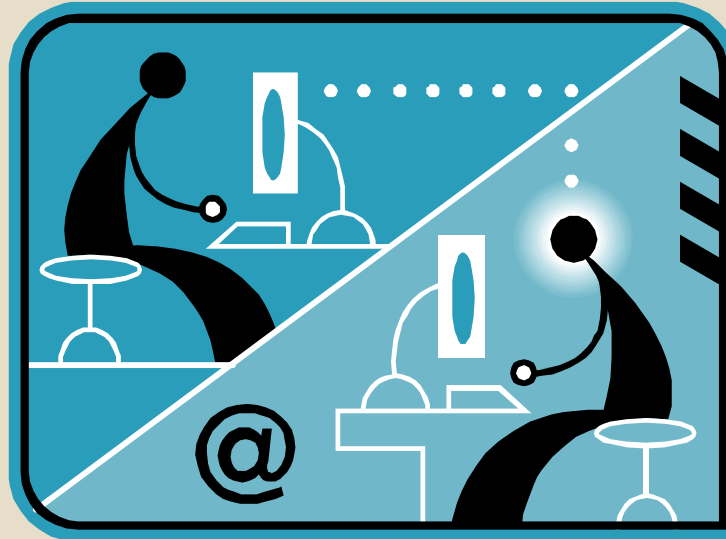
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Smt. RDG college for
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What is email?



- Short for electronic mail
- Send & receive messages over the internet



What you need & Choosing an email provider



- A computer with internet access
- An email account with a service provider such as yahoo, Gmail, Hotmail, etc.
- Most common are Hotmail (Microsoft), Gmail (Google), Yahoo Mail (Yahoo!)



Setting up your email account



- Parts of an email address: rdgclg@gmail.com
 - **User name** : rdgclg (you create your own) (each is unique)
 - **@ symbol** : unique to email addresses (Shift key + 2)
 - **Email provider's name**: surfcity-hb (yours will be yahoo)
 - **Domain** : .org (yours will be .com)

Password



- Something easy to remember, but difficult to guess
 - Do NOT use sensitive information, such as SSN, bank PIN, etc.
- Usually a combination of letters and numbers is best
- Verification questions in case you forget your password

The parts of an email



- From : Sender's email address (sanjayvite@gmail.com)
- To : enter the exact email address of your recipient
(remember: name@provider.domain /rdgclg@gmail.com)
 - For multiple recipients, separate each address with a comma
- CC : carbon copy
- BCC : BLIND carbon copy – is anonymous
- Subject : the topic of your email – very important
- Body : the message of your email
- Attachments : the paperclip symbol - files or photos

Compose an email

File Home Insert Page Layout References Mailings Review

Clipboard

Paste

Font

11

B *I* U abc x₂ x²

Send a Copy

To...

Cc...

Subject: Extendoffice invites you to subscribe to our free monthly email newsletter

Introduction:

How to write an email in Exam



From : priyathakre@gmail.com

To : rdgclg@gmail.com

Cc : -

Bcc : -

Subject: Leave Application

Date : 12.03.2018

Respected Sir,

I beg to say that I am suffering from high fever since two days. So, I am unable to attend the college. Kindly grant me leave for three days. I would be very thankful to you for your kind deed.

Yours sincerely,

Fax

From,

University Publishing Company,

M. G. Road, Nashik 258008

Tel: 04827654300

Fax: 26453789 Email ID : unipub@gmail.com



Fax To,

S K Sinha

Principal,

RDG College, Akola.

Tel: 07247222306

Fax No. : 26753434

Subject: Sample Copies

Date: 13 March 2018

In the follow up to our telephone conversation on 10th of March, we are dispatching sample copies of the following titles: 1 Practical Science 2 Modern Indian History 3 Ten Stories ...

Please acknowledge receipt of the sample copies. We look forward to hearing from you.

Rupesh Jain

Sales Manager

Notice



Important Points For Notice

- The name and the address of the organization
- Heading or subject
- Body
- Date of issue
- Signature or name of issuing authority with designation, if any

Notice



R D G College for Women, Akola

NOTICE

Date : 12th March 2018

All the students of BA I (Sem. I) are hereby informed that their examinations have been rescheduled for 2 April 2018. The timetable and syllabus for each class will be given to the students by the respective subject teachers.

Sd: Dr. Devendra Vyas
Principal

Agenda



AGENDA

Maharashtra Cultural Association
Meeting of the Board of Directors

Date : 14th March 2018 **Time** : 10 a.m.

Venue : Kala Bhavan, Akola

- | | |
|------------|---|
| 10 a.m. | Call to order |
| 10.15 a.m. | Presentation of the minutes of the previous meeting for the approval by the board |
| 10.30 a.m. | Report of the secretary to the board |
| 10.45 a.m. | Report of the treasurer |
| 11 a.m. | Planning the annual Navaratri festival |
| 11.15 a.m. | Adjournment |

Curriculum Vitae (CV)



- CV is a summary of your experiences and skills relevant to the field of work you are entering.
- CV is an accomplishment driven marketing tool for individuals seeking employment.
- CV relates your experience to your career objective.
- The goal of any good CV is to show that you are a qualified candidate and a good match for the job.
- CV motivates employers to interview
- This is the standard format most preferred by employers.
- It is date-oriented, provides a history education and experience, and lists most recent experience first.
- CV highlights consistent work record.
- This type of resume illustrates experiences within job titles.

Curriculum Vitae (CV)



Important Points For CV FORMAT

- **Personal Profile**
- **Work Experience**
- **Job Profile**
- **Academic Qualification**
- **Other Qualification**
- **Objectives**

Sample:

Write a curriculum vitae for the post of Clerk with basic knowledge of Computer Application, candidate having experience will be given preference.

CURRICULUM VITAE

PERSONAL PROFILE:

- * Name - Bharat Kapur
- * Address - Bharat Niwas, MG Road, Akola. 444002.
- * Contact No. / E-mail - 9855885588 / bkapur@gmail.com
- * Date of Birth - 9th Jan. 1991
- * Marital status - Unmarried
- * Nationality - Indian
- * Language known - English, Marathi and Hindi.

QUALIFICATIONS:

M. Com., MSCIT, Advance Computer Diploma

ACADEMIC QUALIFICATIONS:

Sr. No.	Examination	University /Board	Year of Passing	Marks obtained %	Class/ Division
1	M.Com	SGB Amravati University	Summer 1997	46%	II
2	B. Com.	SGB Amravati University	Summer 1999	61.33%	I
3	HSC	Amravati Board	Summer 2002	56.88%	II

Curriculum Vitae (CV)



EXPERIENCE:

- Two years experience as Jr. Clerk at RDG College, Akola.
- One Year experience as an accountant in a RS co-operative Bank, Akola (Privet Bank)

OTHER ACTIVITIES:

COMPUTER PROFICIENCY:

MSCIT, Advance Computer Diploma & Internet Knowledge.

SKILLS:

- I have good communication skills and enjoy interaction with people and to make good friends.
- I have good organizing skill and interest in hardworking & dedication towards work.

OBJECTIVE:

To work in a challenging environment where I can prove my competencies and fulfill the goals of the institutions, along with my own career development.

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Date :

Place:

(Bharat Kapur)

News Paper Report Writing \ News Drafting



Important Points For News Paper Report Writing

- Catchy Head Line/Title
- Place & Date line
- What
- Where
- When
- How
- Conclusion

Report Writing



Tree Plantation Programme Held

Akola, Aug. 16th (District Correspondence)

Tree plantation programme was organized by R. D. G. college, Akola on the occasion of Independence Day. The college had invited Dr. Abhishek Mishra, the district forest officer, as the chief guest. The vice-principal of the college presided the programme. The programme started accurately on scheduled time.

The tree plantation programme was inaugurated by the chief guest. The principal introduced the president and the chief guest and all other honourable guests briefly. All of them were felicitated with bouquets.

Then the honourable chief guest asked students to plant more and more trees to save the environment from pollution. He also said that the students of R. D. G. college should be praised for undertaking such programme of tree plantation. Then the principal directly challenged the students and the youth to participate in this programme in maximum numbers. Because the youth and the students are not only the pillars of the nation but also the protectors of the environment.

On this occasion a number of saplings were planted at the hands of the chief guests, the principal and the staff of the college. Numbers of saplings were distributed among students to plant them along the road. A large number of students attended and participated in the tree plantation programme. Students had not only planted the trees but also they promised to tend them.

At last the president took the review of the whole programme in his speech and stressed the need to plant more and more trees for saving the environment from pollution. All the participants were praised by the honourable guests, the principal and the college. Lastly, the programme concluded with vote of thanks.

Essay Writing



Important Points For Essay Writing

- Introduction (Make it catchy)
- Body (Crux of Essay)
- Conclusion (Summaries it)
- **Types of Essay:**
- **Descriptive:** Mention Place, object, memory and make it live
- **Narrative:** First person, narrate incident or story
- **Expository:** (vivarana)Based on facts, statistic & examples
- **Persuasive/Argumentative:** Both side argument should present

Students and Social Service

OR

Students: The Builder of the Nation

Introduction: *Aristotle* once said that “*man is a social animal*”. He must work for the betterment of his surroundings. Students must be aware of this fact. It is the duty of the every student to strengthen and improve the social structure. Of course, their primary duty is to study but they have a plenty of spare time to do some social service. They can work selflessly so they are most suited for social service. Social service is a very good quality with the life of students. But each and every student should culture this habit. A social servant is welcomed everywhere. Because he is the most useful member of the society. He knows his duty to his society.

Why students should do social service: Students live in the society. They learn speech, manners and philosophy in the society. They work and move in the society. They earn their livelihood in the society. Society gives protection to their life and property. So, every student should serve the society to the best of his capacity.

Field for social service: There is a large field for social service for the students. They can serve the society to their heart's content. They can help the poor, the needy, the crippled and the handicapped. This is social service. They can teach reading and writing to the illiterate people. They can try to bring about prohibition. They can educate the public to cast off their superstitions and blind faiths. They can try to remove untouchability. These are all social services. They should not do what will harm our neighbors. They should not do what will harm our society. They should not make the public road or public place dirty. They should get themselves vaccinated and they should advise other people to do the same thing for themselves. They should put out the house-fire, rescue the drowning man and carry the sick or the wounded to the hospital. These are all social service. To enlighten the farmers about the modern method of farming is a social service. So, any work that is beneficial and useful for the society is social service. Such kind of the social services should be adopted by the students for the betterment of the society and nation.

Conti...



- **Conclusion:** Social service is no doubt, a very good quality. By social service students directly help the society, but indirectly they help themselves also. The well-being of the society means the well-being of its individual members. Students are too, some of these members. Hence, they are also benefited. However, students should not think of social service, because it is a virtue, a good quality and a socially useful activity. Of course, the social work of students can create the wonders. They are the future and pillars of our nation. They are also the moulder and builder of the nation.