



	<p>B. Leave out date.                      D. Write legibly in simple English.</p> <p><b>ix. If you do not know the recipient's, the person is to be addressed as:</b></p> <p>A. My Dear                                      C. Dear Mr./ Ms.</p> <p>B. Hello    D. Dear Sir or Dear Madam.</p> <p><b>x. An E-mail needs to have a subject line to make it effective and get prompt reply.</b></p> <p>A. True    B. False</p>		
<p><b>Q 2.</b></p>	<p><b>Based on the reading of the given details answer the following questions that follow:</b></p> <p>A.P.J. Abdul Kalam, full name Avul Pakir Jainulabdeen Abdul Kalam, (born October 15, 1931, Rameswaram, India—died July 27, 2015, Shillong), Indian scientist and politician who played a leading role in the development of India's missile and nuclear weapons programs. He was president of India from 2002 to 2007. Kalam earned a degree in aeronautical engineering from the Madras Institute of Technology and in 1958 joined the Defence Research and Development Organisation (DRDO). He soon moved to the Indian Space Research Organisation, where he was project director of the SLV-III, India's first indigenously designed and produced satellite launch vehicle. Rejoining DRDO in 1982, Kalam planned the program that produced a number of successful missiles, which helped earned him the nickname "Missile Man."</p> <p>From 1992 to 1997 Kalam was scientific adviser to the defense minister, and he later served as principal scientific adviser (1999–2001) to the government with the rank of cabinet minister. His prominent role in the country's 1998 nuclear weapons tests established Kalam as a national hero, although the tests caused great concern in the international community. In 1998 Kalam put forward a countrywide plan called Technology Vision 2020, which he described as a road map for transforming India from a less-developed to a developed society in 20 years. The plan called for, among other measures, increasing agricultural productivity, emphasizing technology as a vehicle for economic growth, and widening access to health care and education.</p> <p>In 2002 India's ruling National Democratic Alliance (NDA) nominated Kalam's name for to succeed outgoing President Being a Muslim his appeal and popularity were such that even the main opposition party, the Indian National Congress, also proposed his candidacy. Kalam easily won the election and was sworn in as India's 11th president, a largely ceremonial post, in July 2002. He remained committed to using science and technology to transform India into a developed country. In 2007 Kalam left office and was succeeded by Pratibha Patil, the country's first woman president.</p> <p>Kalam wrote several books, including an autobiography, Wings of Fire (1999). Among his numerous awards were two of the country's highest honours, the Padma Vibhushan (1990) and the Bharat Ratna (1997).</p> <p><b>i. Create mind map based on the above reading.</b></p>	<p><b>10x3= 30 Marks</b></p>	<p><b>CO4</b></p>

	<p>You are a correspondence present at gathering to commemorate Dr. Kalam's birthday. The above details on Dr. Kalam is being delivered as a speech. Based on the details: <b>(10x2=20 Marks)</b></p> <p><b>ii. Take notes (10 points)</b> <b>iii. As, a correspondent write report in not more than 150 words.</b></p>		
<b>Q3.</b>	<p><b>Attempt any one of the following.</b></p> <p>You wish to take study loan to fund your university education. Write a letter to the bank manager for study loan, for further studies.</p> <p style="text-align: center;"><b>OR</b></p> <p>Write an application to your CC stating reasons to not being able to join campus post Diwali because of medical reasons. Write leave application in full block format.</p>	<b>10 Marks</b>	<b>CO4</b>
<b>Q4.</b>	<p><b>Attempt any one of the following E-mail following the order and format.</b></p> <p>Delhi University is organizing a three-day workshop on security systems in banking. You wish to attend the workshop. Write an Email to the organizing committee submitting your name for the workshop stating reason for attending and expected learning experience from the workshop.</p> <p style="text-align: center;"><b>OR</b></p> <p>You received confirmation from the organizing committee Delhi University to attend the workshop. Write an E-mail to your Course coordinator, marking a copy to the Head of the department informing them about attending the workshop, stating its relevance from the point of view of your domain and learning experience. Also, mention your absence from the campus owing to your attending workshop.</p>	<b>10 Marks</b>	<b>CO 4</b>
<b>Q 5.</b>	<p>Imagine you have a startup and have come up with products on "Home automation". As, a part of promotion and marketing strategy, you plan to release brochure. Keeping the above details in mind create and design brochure for your company.</p>	<b>15 Marks</b>	<b>CO 4</b>

**SECTION-C**

Q 6. A.	<b>Attempt the following</b>  <b>I. A Blog on any one of the topic: (150 words)</b>  Give up something and focus on something useful that helps you to decide your goal of life. <b>(OR)</b>  Attitude or Aptitude	<b>10 Marks</b>	<b>CO4</b>
Q6. B.	<b>II. Create your Linked In profile and write your profile summary for Linked In.</b>	<b>05 Marks</b>	<b>CO 4</b>