ENGLISH SUGGESTIONS SOLUTION

2 MARKS QUESTIONS

1. **What is extra-personal communication?** Extra-personal communication is the interaction between humans and non-human entities, such as animals or objects. It involves the exchange of information where one party is a non-human.

2. **What does the word 'Communicare' mean?** The word "Communicare" is a Latin term which means "to share" or "to make common." It is the root word for "communication."

3. **What is feedback in communication?** Feedback is the response or reaction from the receiver back to the sender about the message sent. It helps the sender understand how effectively the message has been received and interpreted.

4. **What is lingua franca?** A lingua franca is a common language used between speakers of different native languages for communication purposes. English is often considered a global lingua franca.

5. What is the basic difference between general communication and professional communication? General communication is informal and occurs in everyday situations, while professional communication is formal and used in professional settings, involving specific protocols and etiquette.

6. **What is semantic gap?** A semantic gap refers to the difference in understanding and interpretation of words or symbols between the sender and receiver, leading to miscommunication.

7. **What is passive listening?** Passive listening is a type of listening where the listener does not actively engage with the speaker, providing minimal feedback and not really absorbing the information being communicated.

8. **Exemplify a barrier in effective listening.** A common barrier in effective listening is noise, which can be physical (like background noise), psychological (like stress), or semantic (misunderstanding of words).

9. **How many diphthongs are there in English language?** There are eight diphthongs in the English language: /aɪ/, /eɪ/, /ɔɪ/, /aʊ/, /oʊ/, /ɪə/, /eə/, and /ʊə/.

10. **What is phoneme?** A phoneme is the smallest unit of sound in a language that can distinguish one word from another. For example, /b/ and /p/ in "bat" and "pat."

11. **What is skimming in reading?** Skimming is a reading technique used to quickly gather the main ideas of a text. It involves reading through the text at a faster rate, focusing on headings, subheadings, and highlighted words.

12. **What is modal verb? Give an example.** A modal verb is an auxiliary verb that expresses necessity, possibility, permission, or ability. Examples include can, could, may, might, must, shall, should, will, and would. For example, "She can swim."

13. **Give an example of Grapevine communication.** Grapevine communication is informal and unofficial communication within an organization. An example is employees discussing company rumors during lunch breaks.

14. **What is active listening?** Active listening is fully concentrating, understanding, responding, and remembering what is being said. It involves feedback like nodding, summarizing, and asking questions.

15. **How many consonant sounds are there in English language?** There are 24 consonant sounds in the English language.

16. **What is homophone? Give an example.** A homophone is a word that is pronounced the same as another word but differs in meaning, and often in spelling. For example, "pair" and "pear."

17. **What is phrase? Give an example.** A phrase is a group of words that work together to convey a concept but do not form a complete sentence. For example, "under the table."

18. **What are the channels of communication?** Channels of communication are the mediums through which messages are transmitted from sender to receiver. They include verbal (face-to-face, phone calls), written (emails, letters), and non-verbal (body language, facial expressions).

19. **What is monologue?** A monologue is a long speech by one person in a conversation, play, or broadcast. It can also refer to a speech by one character in a play.

20. **What is intra personal communication?** Intra-personal communication refers to the communication that occurs within an individual. It involves thinking, self-talk, and internal dialogue.

5 MARKS QUESTIONS

Q1. Distinguish between formal and informal communication.

ANS- KEY DIFFERENCES ARE:

- **Formality:**
  - Formal communication is structured and follows official protocols.
  - Informal communication is flexible and spontaneous.
- **Language:**
  - Formal communication uses professional and polite language.
  - Informal communication uses casual and personal language.
- **Context:**
  - Formal communication is used in professional settings.
  - Informal communication occurs in casual or social settings.
- **Documentation:**
  - Formal communication is often documented for future reference.
  - Informal communication is usually not documented.
- **Audience:**
  - Formal communication is directed at professional relationships.
  - Informal communication is directed at personal relationships.

Q2. Define body language. Mention some of the gestures we use to communicate.

ANS-

Body language refers to non-verbal communication expressed through physical behaviors such as facial expressions, posture, gestures, and eye movements. It plays a crucial role in conveying emotions and intentions without words.

Gestures We Use to Communicate:

1. **Facial Expressions:**
   - **Smiling:** Indicates happiness, friendliness, or approval.
   - **Frowning:** Expresses sadness, disapproval, or confusion.
   - **Raised Eyebrows:** Can show surprise, skepticism, or concern.
2. **Hand Gestures:**
   - **Nodding:** Signifies agreement or understanding.
   - **Shaking Head:** Indicates disagreement or refusal.
   - **Waving:** Used as a greeting or farewell.
   - **Thumbs Up:** Signals approval or a positive outcome.
   - **Pointing:** Directs attention to a specific person, object, or direction.
3. **Posture:**
   - **Standing/Sitting Upright:** Demonstrates attentiveness and confidence.

- **Slouching:** May indicate boredom, disinterest, or fatigue.
- **Crossed Arms:** Can suggest defensiveness, discomfort, or resistance.

4. **Eye Movements:**
   - **Direct Eye Contact:** Shows confidence, interest, and honesty.
   - **Avoiding Eye Contact:** Can indicate shyness, discomfort, or dishonesty.
   - **Blinking:** Frequent blinking might suggest anxiety or stress.
5. **Proxemics (Use of Space):**
   - **Personal Space:** The physical distance maintained between people can indicate the level of intimacy or formality in the interaction.
   - **Invading Personal Space:** May be perceived as aggressive or disrespectful.
6. **Touch:**
   - **Handshake:** A common form of greeting that can also convey respect, agreement, or trust.
   - **Pat on the Back:** Often used to show encouragement or approval.
   - **Hug:** Indicates affection, comfort, or solidarity.

Q3. What are the benefits of effective listening?

Benefits of Effective Listening:

1. **Better Understanding:**
   - Effective listening helps in fully comprehending the speaker's message, reducing the chances of misunderstandings and errors.
2. **Stronger Relationships:**
   - Listening attentively shows respect and consideration for the speaker, fostering trust and stronger personal and professional relationships.
3. **Enhanced Communication:**
   - Active listening improves overall communication by ensuring both parties are on the same page, facilitating more productive and meaningful exchanges.
4. **Informed Decision-Making:**
   - By thoroughly understanding the information being communicated, listeners can make more informed and effective decisions.
5. **Conflict Resolution:**
   - Listening to all parties involved in a conflict helps in understanding different perspectives, leading to more effective conflict resolution and problem-solving.
6. **Increased Empathy:**
   - Effective listening allows individuals to better understand and empathize with others' emotions and viewpoints, enhancing emotional intelligence and interpersonal connections.
7. **Boosted Productivity:**
   - In a professional setting, effective listening can lead to better teamwork and collaboration, increasing overall productivity and efficiency.
8. **Learning and Retention:**
   - Active listening enhances the ability to learn and retain information, which is crucial in educational and training environments.
9. **Encourages Open Communication:**
   - When people feel listened to, they are more likely to share their thoughts and ideas openly, fostering a culture of open communication.
10. **Reduces Stress and Anxiety:**
    - Being heard and understood can reduce stress and anxiety for the speaker, creating a more positive and supportive environment.

Q4. **Write a short dialogue between two friends discussing the price hike.**

Alex: Hey, did you notice how prices are going up everywhere?

Jamie: Yeah, it's crazy! I went grocery shopping yesterday, and my usual items cost almost 20% more than last month.

Alex: I know! The fuel prices are also through the roof. It’s getting harder to manage the budget.

Jamie: Absolutely. I read that it's due to increased transportation costs and global supply chain issues.

Alex: That makes sense. But still, it’s tough on everyone. Have you made any changes to cope with the price hikes?

Jamie: I've started planning meals more carefully and cutting down on non-essentials. Also, I'm looking for discounts and buying in bulk when possible.

Alex: Smart moves. I think I'll start carpooling to save on fuel. Every little bit helps, right?

Jamie: Definitely. Hopefully, things will stabilize soon. But until then, we need to be more mindful of our spending.

Alex: Agreed. Let's keep sharing tips to manage through this.

Q5. **What is the difference between summary and paraphrase?**

- **Purpose**:
  - **Summary**: A summary condenses the main ideas or points of a text into a shorter version while retaining the original meaning.
  - **Paraphrase**: A paraphrase rephrases the text in your own words, aiming to convey the same meaning as the original but often with a similar length.
- **Length**:
  - **Summary**: Typically shorter than the original text, capturing only the essential points.
  - **Paraphrase**: Can be of similar length to the original text since it aims to rephrase every detail, idea, or concept.
- **Content**:
  - **Summary**: Focuses on the main ideas, omitting minor details, examples, and supporting evidence.
  - **Paraphrase**: Retains all the information from the original text, rewording it to express the same meaning.
- **Structure**:
  - **Summary**: Often structured to include an introduction, body, and conclusion, with a focus on key points.

    - **Paraphrase**: Follows the structure of the original text, rearranging sentence structures but maintaining the same order of ideas.

- **Language**:
    - **Summary**: May use more concise language, possibly omitting technical terms or specific vocabulary.
    - **Paraphrase**: Requires a good understanding of the original text to rephrase it accurately using appropriate terminology.

- **Example**:
    - **Summary**: "The article summarized the causes of climate change, highlighting human activities as the primary driver."
    - **Paraphrase**: "The article's main argument was that human actions are predominantly responsible for climate change, with various activities such as deforestation and fossil fuel consumption cited as key factors."

Q6. **Write a short report on the metro rail in Kolkata.**

KOLKATA,13th JUNE:

The Kolkata Metro, the first underground railway in India, began operations in 1984. It plays a crucial role in the city's public transportation system, providing a rapid and efficient means of travel for millions of commuters. The metro network spans over 33 kilometers with multiple lines, including the North-South Line from Dum Dum to Kavi Subhash and the East-West Line connecting Salt Lake Sector V to Howrah Maidan. The metro has significantly reduced travel time and eased congestion on Kolkata's busy roads. It is equipped with modern amenities such as air-conditioned coaches, automated ticketing, and security surveillance. Future expansion plans include extending existing lines and adding new ones to cover more areas of the city. The Kolkata Metro continues to enhance urban mobility, contributing to the economic and social development of the region.

Q7. What are the characteristics of good communication?

- **Clarity**: Messages should be clear and easily understood by the intended audience. Ambiguity can lead to misunderstandings and confusion.
- **Conciseness**: Effective communication is concise and to the point. Avoid unnecessary details or information overload that can distract from the main message.
- **Active Listening**: Communication is a two-way street. It's important to listen attentively to others, understand their perspectives, and respond appropriately.
- **Empathy**: Being empathetic allows you to understand and relate to the emotions and experiences of others. It's crucial for building rapport and trust in communication.
- **Respect**: Respectful communication involves being courteous, considerate, and mindful of others' feelings and opinions.
- **Feedback**: Constructive feedback is essential for improving communication. Providing and receiving feedback helps clarify understanding and promotes continuous improvement.
- **Nonverbal Cues**: Body language, facial expressions, and tone of voice can convey as much meaning as words. Pay attention to nonverbal cues to better understand the message being communicated.
- **Openness**: Good communication fosters an environment of openness and transparency where ideas, feedback, and concerns can be freely shared.
- **Adaptability**: Effective communicators are able to adapt their communication style and approach based on the needs and preferences of their audience.
- **Consistency**: Consistency in communication helps build trust and credibility over time. It's important to maintain consistency in messaging and actions.

Q8. What are the important features of close reading?

Close reading is a methodical and analytical approach to reading a text that involves examining the language, structure, and themes in detail. Here are some important features of close reading:

1. **Attention to Detail**: Close reading requires careful attention to every word, phrase, and sentence in the text. Readers focus on nuances in language, imagery, and symbolism.
2. **Textual Evidence**: Close reading emphasizes the use of textual evidence to support interpretations and analysis. Readers cite specific passages to illustrate their points and delve into the deeper meaning behind the words.
3. **Contextual Understanding**: Close readers examine the text within its broader historical, cultural, and literary context. They consider the author's background, the time period in which the text was written, and relevant social and political factors that may influence its meaning.
4. **Critical Thinking**: Close reading encourages critical thinking and active engagement with the text. Readers question assumptions, consider alternative interpretations, and evaluate the significance of different elements within the text.
5. **Discussion and Collaboration**: Close reading can be enhanced through discussion and collaboration with others. Readers may share their interpretations, compare insights, and debate differing viewpoints to deepen their understanding of the text.
6. **Integration of Perspectives**: Close reading encourages readers to consider multiple perspectives and interpretations of the text. They may draw on literary theory, historical analysis, and personal experiences to enrich their understanding and appreciation of the text.

Q9. What are the processes of documenting?

Documenting processes involves capturing the steps and procedures involved in completing a task, project, or workflow. Here are the key steps involved in documenting processes:

1. **Identify the Process**: Determine which process needs to be documented. This could be anything from a simple task to a complex business operation. And defining objectives are crucial while documenting.
2. **Map the Process Flow**: Create a visual representation of the process flow. Use flowcharts, diagrams, or process mapping tools to illustrate each step involved in the process.
3. **Describe Each Step**: For each step in the process flow, provide a detailed description of what needs to be done. Include any relevant information such as inputs, outputs, dependencies, and decision points.
4. **Gather Feedback**: Review the documented process with stakeholders and subject matter experts to gather feedback and ensure accuracy and completeness.
5. **Revise and Refine**: Incorporate feedback and make any necessary revisions to the documentation. Continuously refine the document to reflect changes in the process or improvements in efficiency.
6. **Publish and Distribute**: Once the process documentation is finalized, publish it in a format that is easily accessible to users. This could be in the form of a printed manual, an online document, or a knowledge base.
7. **Update Regularly**: Regularly review and update the process documentation to keep it accurate and relevant. Processes may change over time due to factors such as technology updates, organizational changes, or feedback from users.

Q10. What is business communication? What are the methods of business communication?

Business communication refers to the exchange of information within an organization or between different entities involved in business activities. It encompasses various forms of communication such as verbal, written, and non-verbal, all aimed at facilitating the functioning of the organization and achieving its objectives.

Methods of business communication include:

1. **Verbal Communication**: This includes face-to-face conversations, phone calls, meetings, presentations, and video conferences. Verbal communication allows for immediate feedback and clarification.
2. **Written Communication**: This involves conveying information through written means such as emails, letters, memos, reports, manuals, and contracts. Written communication provides a record of information exchange and can be referred back to for clarification or reference.
3. **Non-verbal Communication**: Non-verbal cues such as body language, facial expressions, gestures, and tone of voice can convey important information in business interactions. Being aware of non-verbal cues is essential for effective communication, especially in face-to-face interactions.
4. **Formal Communication**: Formal communication follows established channels within the organization's hierarchy. It includes official announcements, policies, procedures, and reports. Formal communication ensures consistency and clarity in conveying important information.
5. **Informal Communication**: Informal communication occurs spontaneously among employees outside of formal channels. This includes conversations in the break room, water cooler chats, and social gatherings. Informal communication fosters camaraderie and can help build relationships within the organization.

ANSWERS OF SECTION III

1. Define Communication. What are the functions of Communication? (5+5)

Definition of Communication:

Communication is a fundamental process of human interaction that involves the exchange of information, ideas, thoughts, emotions, and messages between individuals or groups through various mediums. It is essential for establishing relationships, facilitating understanding, and coordinating actions. Effective communication ensures that the intended message is accurately conveyed and understood by the recipient.

FUNCTIONS OF COMMUNICATION ARE:

1. **Process of Interaction:**
   - Communication is an interactive process where two or more parties engage in exchanging messages. It involves a sender who encodes a message and a receiver who decodes it.
2. **Transmission of Information:**
   - The primary purpose of communication is to transmit information from one person to another. This information can be in the form of spoken or written words, images, gestures, or other forms of non-verbal signals.
3. **Mediums and Channels:**
   - Communication can occur through various mediums and channels, including face-to-face conversations, telephone calls, emails, social media, and written documents. Each medium has its own strengths and limitations.
4. **Contextual Factors:**
   - The context in which communication occurs significantly affects its effectiveness. Context includes the physical environment, cultural background, social norms, and the relationship between the communicators.
5. **Feedback Mechanism:**
   - Feedback is a crucial component of communication, allowing the sender to understand how the message has been received and interpreted. It helps in clarifying misunderstandings and ensuring that the communication is successful.
6. **Continuous and Dynamic:**
   - Communication is not a static process; it is continuous and dynamic. It evolves with time and adapts to changes in the environment and the needs of the communicators.
7. **Purposeful Activity:**
   - Communication always has a purpose, whether it is to inform, persuade, entertain, or build relationships. The effectiveness of communication is measured by how well it achieves its intended purpose.
8. **Interpersonal and Mass Communication:**
   - Interpersonal communication occurs between individuals and is often personal and direct. Mass communication involves conveying messages to a large audience through mediums like television, radio, newspapers, and the internet.

Examples:

- **Interpersonal Communication:** A conversation between friends discussing their weekend plans.
- **Organizational Communication:** An email sent by a manager to the team outlining the goals for the week.
- **Public Communication:** A politician delivering a speech to the public.

2. Identify the notable barriers of an Effective Communication. Discuss the means to overcome those barriers. (6+4)

Notable Barriers:

1. **Physical Barriers:** Environmental factors that hinder communication (e.g., noise, distance).
2. **Language Barriers:** Differences in language or jargon.
3. **Psychological Barriers:** Personal factors like stress, emotions, and attitudes.
4. **Cultural Barriers:** Differences in cultural backgrounds and norms.
5. **Organizational Barriers:** Hierarchical structure and organizational policies.
6. **Perceptual Barriers:** Differences in perception and interpretation.

Means to Overcome Barriers:

1. **Active Listening:** Paying full attention and providing feedback.
2. **Simplifying Language:** Using clear and concise language.
3. **Empathy:** Understanding and considering others' perspectives.
4. **Feedback Mechanisms:** Encouraging and using feedback to improve communication.

3. Define Grapevine Communication. What are the demerits of Grapevine Communication? (5+5)

Definition: Grapevine communication is an informal, unofficial, and non-structured communication network within an organization. It is a natural part of the communication process where information spreads quickly among people, often bypassing official channels. This type of communication can occur through casual conversations, rumors, gossip, and word-of-mouth interactions.

Demerits:

1. **Rumors and Misinformation:**
    - Information passed through the grapevine can often be inaccurate or distorted, leading to rumors and misinformation. This can create confusion and mislead employees.
2. **Lack of Accountability:**
    - Since grapevine communication is informal, it is difficult to trace the source of information. This lack of accountability can lead to the spread of unverified and potentially harmful information.
3. **Time Wastage:**
    - Employees may spend significant time engaging in informal conversations, which can reduce overall productivity and distract them from their primary tasks.
4. **Anxiety and Distrust:**
    - Grapevine communication can create unnecessary worry and anxiety among employees, especially if the information is related to job security or organizational changes. It can also foster a culture of distrust.
5. **Undermines Official Communication:**
    - When employees rely more on the grapevine than official communication channels, it can undermine the credibility and effectiveness of formal communication efforts by the management.

5. Attaching a Resume, write a job application for the post of a teacher in a college. (10)

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13th June 2024

THE REGISTRAR
ALIAH UNIVERSITY
NEWTOWN
KOLKATA-156

Subject: Application for the Post of MATHEMATICS Teacher

RESPECTED REGISTRAR SIR,

I am writing to express my interest in the mathematics teacher position at ALIAH UNIVERSITY as advertised. I have 5 years of experience in teaching mathematics and hold a PHD in mathematics from ALIAH UNIVERSITY.

Enclosed are my resume and references for your review.

I am enthusiastic about the opportunity to contribute to the academic success of your students and the reputation of your esteemed institution. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

SK ARIYAN MAHAMMAD

5. Define and discuss the differences between Verbal Communication and Non-verbal Communication. (10)

Definition:

- **Verbal Communication:** The use of spoken or written words to convey a message.
- **Non-verbal Communication:** The transmission of messages through body language, gestures, facial expressions, and other non-verbal cues.

Differences:

1. **Medium:**
   - Verbal: Uses words (spoken or written).
   - Non-verbal: Uses body language, gestures, facial expressions, etc.
2. **Clarity:**
   - Verbal: Often more explicit and clear.
   - Non-verbal: Can be ambiguous and open to interpretation.
3. **Speed:**
   - Verbal: Typically faster for complex information.
   - Non-verbal: Often instantaneous but limited in complexity.
4. **Record:**
   - Verbal: Can be recorded and documented.
   - Non-verbal: Generally cannot be documented.
5. **Control:**
   - Verbal: More conscious and controllable.
   - Non-verbal: Often unconscious and spontaneous.
6. **Context:**
   - Verbal: Context provided through language.
   - Non-verbal: Context provided through situational cues.

6. Mention the different Presentation strategies of Speaking Skills. (10)

1. **Clear Structure:** Organizing content with a clear introduction, body, and conclusion.
2. **Engaging Opening:** Starting with a hook to grab attention.
3. **Audience Analysis:** Tailoring the presentation to the audience's interests and level of understanding.
4. **Visual Aids:** Using slides, charts, and videos to enhance understanding.
5. **Body Language:** Using gestures and facial expressions to reinforce the message.
6. **Voice Modulation:** Varying pitch, tone, and volume to maintain interest.
7. **Eye Contact:** Engaging with the audience through direct eye contact.
8. **Practice:** Rehearsing the presentation multiple times.
9. **Feedback:** Seeking feedback and making necessary adjustments.
10. **Handling Questions:** Preparing for and effectively responding to audience questions.

7. **Explain the different flows of communication in business organizations**.

In business organizations, communication flows in various directions, each serving different purposes and facilitating different aspects of operations. Here are the primary flows of communication:

1. **Downward Communication**: This flow moves from higher levels of the organizational hierarchy to lower levels. It includes instructions, directives, policies, goals, feedback, and performance evaluations. Downward communication ensures that employees understand their roles, responsibilities, and organizational objectives. It helps in maintaining consistency and aligning everyone towards common goals.
2. **Upward Communication**: In contrast to downward communication, upward communication flows from lower levels of the organization to higher levels. It includes feedback, suggestions, grievances, reports, and progress updates. Upward communication is crucial for management to stay informed about the challenges, concerns, and ideas of frontline employees. It fosters a culture of transparency, empowers employees, and enables management to make informed decisions.
3. **Horizontal (Lateral) Communication**: This flow occurs between individuals or departments at the same hierarchical level within the organization. It facilitates coordination, collaboration, and problem-solving among colleagues who share similar roles or work on related tasks. Horizontal communication helps in streamlining processes, sharing information, resolving conflicts, and fostering a sense of unity within teams.
4. **Diagonal Communication**: Diagonal communication involves individuals from different hierarchical levels and departments. It cuts across the formal chain of command and facilitates information sharing, coordination, and problem-solving between departments or individuals who may not interact regularly. Diagonal communication helps in breaking down silos, promoting innovation, and ensuring that information reaches relevant stakeholders efficiently.
5. **External Communication**: This flow involves communication between the organization and external entities such as customers, suppliers, partners, shareholders, government agencies, media, and the public. External communication includes marketing efforts, customer support, public relations, investor relations, and regulatory compliance. Effective external communication is essential for building and maintaining relationships, managing the organization's reputation, and meeting stakeholder expectations.

8. Define Intra-personal Communication and Inter-personal Communication. Discuss the differences between Intra-personal Communication and Inter-personal Communication. (10)

Definitions:

- **Intra-personal Communication:** Intrapersonal communication is the process of communicating with oneself. It involves the internal use of language and thought and can take many forms, such as self-talk, visualization, and inner dialogue. This type of communication plays a crucial role in shaping our thoughts, behaviors, and overall mental processes.
- **Inter-personal Communication:** Interpersonal communication refers to the exchange of information, feelings, and meaning between two or more people. It's the process by which individuals interact with each other, sharing thoughts, ideas, and emotions through verbal and nonverbal channels. Interpersonal communication is fundamental to building relationships, resolving conflicts, and fostering understanding between individuals.

Differences:

1. **Participants:**
   - Intra-personal: Within oneself.
   - Inter-personal: Between individuals.
2. **Purpose:**
   - Intra-personal: Self-reflection, decision-making.
   - Inter-personal: Exchange of information, relationship building.
3. **Medium:**
   - Intra-personal: Internal thought processes.
   - Inter-personal: Spoken, written, or non-verbal interactions.
4. **Feedback:**
   - Intra-personal: Internal feedback.
   - Inter-personal: Feedback from others.
5. **Complexity:**
   - Intra-personal: Generally simpler, focused on personal cognition.
   - Inter-personal: More complex, involves multiple perspectives.

9. Write an email to the Head of your Department to extend the date of the submission of the tutorial project due to your illness.

Subject: Request for Extension of Tutorial Project Submission Due to Illness

RESPECTED ABHISEK SIR,

I hope this email finds you well. I am writing to inform you that due to a recent illness, I am unable to complete my tutorial project by the stipulated deadline. I have been unwell since 10th may, and my recovery has taken longer than expected.

I kindly request an extension of 10 days to submit my project. I am committed to completing it to the best of my abilities and ensuring it meets the required standards.

Thank you for your understanding and consideration.

Sincerely,

SK ARIYAN MAHAMMAD
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10. Write a report of the Annual Sports day celebrated in your university.

The Annual Sports Day at ALIAH UNIVERSITY

Date: **13th June**

The Annual Sports Day of ALIAH UNIVERSITY was celebrated with great enthusiasm and vigor on 12th June , yesterday. The event was organized by the Department of Physical Education and witnessed participation from students, faculty, and staff.

The day began with an inaugural speech by honourable vice chancellor sir, followed by the lighting of the torch. Various track and field events, including 100m and 200m races, long jump, and high jump, were held throughout the day. Team sports like football, basketball, and volleyball also saw enthusiastic participation. The highlight of the day was the tug-of-war competition, which drew loud cheers from the spectators. The cultural programs, including dance and music performances, added to the festive atmosphere. The event concluded with the prize distribution ceremony, where the overall championship was awarded to COMPUTER SCIENCE AND ENGINEERING students, and individual accolades were given to the best performers in each category. The Annual Sports Day fostered a spirit of sportsmanship and camaraderie among all participants and was deemed a resounding success.

The event concluded with a vote of thanks by STUDENTS WELFARE COMMITTEE OF ALIAH UNIVERSITY, acknowledging the efforts of all participants and organizers.

Prepared by: [**SK ARIYAN MAHAMMAD**]
[COMPUTER SCIENCE AND ENGINEERING]