**SHANTILAL SHAH ENGINEERING COLLEGE, BHAVNAGAR**

**General Department**

**BE Semester – 1 (Elec., EC, IT, IC)**

**Topics for File Submission Assignments**

**Language & Communication (3110002)**

Unit 1 – Vocabulary Building:

Make a list of 25 words using each technique for word formation prescribed in your syllabus.

Unit 2 – Phonetics

Make use of dictionary and make a list of words and their phonetic transcription. The list must have minimum two words starting from each alphabet.

Unit 6 – Writing Practices

1. Precis Writing

Prevention is better than cure. It is recognized that the only way to get rid of malaria completely is to get rid of the mosquitoes which cause it. Malaria is always associated with damp and marshy land. This is not because the land is damp, but because the static water is the breeding place of the mosquitoes which begin their life as a larva in the water. Malaria does not frequently occur in dry desert countries because mosquitoes cannot breed there. The only way to destroy mosquitoes is to prevent their breeding in static water. This can be done by draining all ponds and pools. And by keeping them covered in the breeding season with a film of kerosene oil which by depriving the larva of air, kills them.

1. Assume that as the Marketing Manager, Rachna Home Appliances Pvt Ltd., Lajpat Nagar, New Delhi, you are required to boost the sales of the room heaters produced by your company. Draft a sales letter to be sent across the potential customers.
2. Draft an email addressing your Managing Director seeking permission to attend an International Conclave for two days on the Finance Management at IIM, Banglore. Mention that the event is taking place during weekdays in next week.
3. Write a memorandum regarding purchase of 40 Computers for the IT Section of your Company based in Surat, Gujarat.

**Note:** Remaining topics shall be covered as practice/exercise during the class teaching.

 No Submissions will be considered after the scheduled dates.

* Elec. - 17.12.2018, 11.30am onwards – Prof. D.N. Vaishnav (LRC-205)

EC – 17.12.2018, 11.30am onwards – Prof. D.B. Rangani (LRC-203)

* IT – 18.12.2018, 11.30am onwards – Prof. D.N. Vaishnav (LRC-205)

IC – 18.12.2018, 11.30am onwards – Prof. D.B. Rangani (LRC-203)

**Concerned Faculty**: Prof. D.N. Vaishnav

Prof. D.B. Rangani