1ENGTCCC02

General English

**Sem 4**

**Unit 4**

**4.1  Resume**

**4.2  C.V**

A resume is a document used and created by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often they are used to secure new employment.

A typical résumé contains a "summary" of relevant job experience and education. The résumé is usually one of the first items, along with a cover letter and sometimes an application for employment, which a potential employer sees regarding the job seeker and is typically used to screen applicants, often followed by an interview.

The curriculum vitae (CV) used for employment purposes in the UK (and in other European countries) is more akin to the résumé—a shorter, summary version of one's education and experience—than to the longer and more detailed CV that is expected in U.S. academic circles.

In South Asian countries such as India, Pakistan, and Bangladesh, biodata is often used in place of a résumé.

The purpose of both is to apply for some job. It can be sent online

Cv is detailed n lengthy

 Three major differences between CVs and resumes are the length, the purpose and the layout.

A resume is a brief summary of your skills and experience over one or two pages, a CV is more detailed and can stretch well beyond two pages.

 Resume is brief biodata

Cv is detailed bio data

The difference between a CV and a resume lies in the length, layout, and purpose of these documents. CVs have no length limit; resumes are typically one to two pages long. A CV details the whole course of the candidate's academic career; a resume  summarises skills and work .

 Format of job application

Examination hall

Jammu

March 24, 2020

The Branch Manager

J&k Bank

Jammu

Subject: application for the post of PO

Sir,

—————— body —————/

In one paragraph.

Enclosed a copy of resume/cv n photocopies of my documents.

Yours sincerely

Xyz

Format of c.v or resume

Name:

Parentage:

D.o.b.

Address:

Email:

Contact no.:

Qualification  Marks.   Percentage

10th

12th

Graduation

Post graduation

Additional qualification

Achievements:

Experience, (if any):

Referred by:

1.————-(name n sign of any govt employee)

2—————

Signature

 4.3 Note making

 Note-making (sometimes written as notetaking or note taking) is the practice of recording information captured from another source. By taking notes, the writer records the essence of the information, freeing their mind from having to recall everything.[1] Notes are commonly drawn from a transient source, such as an oral discussion at a meeting, or a lecture (notes of a meeting are usually called minutes), in which case the notes may be the only record of the event.

It has great importance in exams or in academic writing

It is an organization of main points for future use

Note making helps in keeping the information handy whenever we require

It helps in recollecting and recalling the past events said or heard

It helps in concentrating, understanding and provides a permanent record

Note making format helps a writer to go through bulky documents quicker

It helps in understanding a material if the notes are in own words

It distinguishes between main points and details

Note Making Format

There is a fixed note making format. One needs to follow this note making format in order to have a clear and unambiguous understanding from it. The note making format has-

Heading

It shows the title or the heading of note.

Subheading

As the name suggests, a subheading is a subdivision of the main topic. One can use as many subheadings as he or she wants.

Point

Below subheading, there are some points which are the part of the main topics.

Sub-subheading

One can add more headings below the points for showing the category, types, advantages, etc.

Key or Keywords

The key portion of the note shows the various codes, symbols or the abbreviation used. It helps to get a clear understanding of the keys used in the note making format.

The Procedure of Note Making

Read the passage provided

Underline the important sentences. It helps to make headings and subheadings

Make a rough note first so as to get an idea

Organize them in logical order or sequence for the final note

Use the appropriate note making format

Do not change the idea or the message of the passage

Points to Remember for Note Making Format

Avoid using long sentences as heading or title

Never lose the main idea of the passage

Ignore information which is less important

Be brief, clear, and specific

Use logical sequencing

Use proper indention

Leave no spaces to avoid confusion

Do not include your own version or understandings

Use abbreviations

Make your note more memorable by adding colors, drawings, and symbols

Note Making Format

A note making involves the selection, analysis, summarization, and organization of information. There are different note making format. Let us make ourselves familiar with them.

Split – page Format (A narrative note making format method)

In this method, the page is divided into two columns. The first column had the standard notes. The second column will have a summary. This is the most common note making format to note down lecture notes.

Diagram / Pattern format (A visual note making format method)

In this method, the information is presented by a diagram. The main topic is linked together by related ideas. This method is visually more appealing and easy to understand.

Mind Map (A visual note making method)

In this method, the main points and all the related points are presented through a map. It contains text and images both. For a clear understanding, the information is linked in the proper sequence.

Outline Format (A visual note making format method)

In this method, the information is presented as an outline. Proper titles and subtitles are numbered accordingly for this outline.

Question and Prompt Format (A visual note making format method)

In this method, the main points are highlighted as a series of questions and appropriate answers. It helps in revising the note in an easy way.

 Heading / Title

It shows the topic or the heading of the note. The heading should be very clear and brief in order to have a clear idea of the notes made. It gives the main idea of the passage.

Subheading

As the name suggests, a subheading is a subdivision of the main topic. One can use as many subheadings as he or she wants. It is like the heading to the subsections of the passage.

Point

Below subheading, there are some points which are the part of the main topics.

Sub-subheading

One can add more headings below the points for showing the category, types, advantages, etc.

Indentation

It refers to the proper alignment and spacing in the written matter. Indentation means shifting from the margin. It indicates the subheadings, points, sub-points, sub-subheadings, etc. clearly. Indentation offers a well-defined structure for a note. It makes it readable and increases the objectives of the content.

Key

When a person writes a note, he or she uses some keys to save time. It has the various codes, symbols or the abbreviation for the clear understanding in the note making format.

I. Abbreviations

These are used in order to save time and space when you write notes. Their use makes it easier to read. An abbreviation can be made by

Using the beginnings of words

Info. – Information

Stat. – Statistics

Max. – Maximum

Min. – Minimum

Using the beginnings of words with the last letter

Dept. – department

Govt. – government

Prodn. – Production

Omitting Vowels

Prblm. – Problem

Wrd. – word

Schl. – school

Using the first and the last letter of a word

Mt – mount

Mr – Mister

Shortening the suffix at the end of the word

Productn – Production

Distributn – Distribution

II. Symbols

You may also use some commonly used symbols when you write notes. These symbols save a lot of time and easy to understand.

Symbol Meaning Symbol Meaning

→ leads to ← caused by

↑ increase ↓ decrease

> greater than < less than

= equal to ∴ therefore

@ at the rate of (or rate) % percent

100 hundred e.g. example

i.e., that is viz. namely

& and / or

III. Acronyms

They are words consisting of the first letters of each word in the name of something.

Acronym Meaning Acronym Meaning

CBSE Central Board of Secondary Education NCERT National Council of Educational Research and Training

CM Chief Minister PM Prime Minister

UNO United Nations Organization UNESCO United Nations Educational, Scientific and Cultural Organization

WHO World Health Organization COD Cash On Delivery

FIFO First In First Out PTO Please Turn Over

DOB Date of Birth SUV Sports Utility Vehicle

HR Human Resources PR Public Relations

CEO Chief Executive Officer CFO Chief Financial Officer

UK United Kingdom USA The United States of America

Summarizing the Notes

When you write notes, you don’t write the whole passage or the content. Instead, you summarize the content and tries to note down the main idea or the information from the whole content. While making the summary, all the important points must be added.

**Unit 5**

**NOTICE**

What is a notice?

A notice is a written or printed announcement (Example - a notice for sale). It is written in order to inform a large number of people about something that has happened or is about to happen. It could be an upcoming event, competition, Lost and found notice or just a piece of information to be delivered to the targeted audience. It is generally written in a formal tone.

Notices are factual and to-the-point. The language used is simple and formal, not flowery. They are put up on display boards in schools or at public places.

Let us discuss how to write a notice in English. As a question on notice writing is a part of English writing skills for Classes 6 to 12. The CBSE has prescribed a format of notice writing to be followed by students. The format of notice writing is as follows-

Format for Notice writing

The format of a notice should include: NAME OF THE INSTITUTION / ISSUING AUTHORITY / NOTICE / TITLE, DATE, and WRITER’S NAME WITH DESIGNATION.

A notice should contain all the necessary details such as:

Name of the issuing agency (school, etc)

Date of issue/release of the notice

Title/Subject of the Event (what?)

BODY-Date/time/duration/Place/Venue (when and where?)

Authorized signatory: Name and signature (contact details)

Name of the issuing agency/authority

NOTICE

Date of issue/Release of the notice

Title/Subject of the Event

BODY

(Date/time/duration/Place/Venue)

Authorized signatory

(Name, Designation and signature)

Format of Notice - image

format of notice

Notice Writing Topics

A Notice can be written for various reasons. The format of notice remains the same in all cases. Here is a list of topics for notice writing that students must prepare-

A competition

An excursion trip

A lost and found notice

An inauguration to take place

An exhibition

A blood donation camp to be held

 Or any such type of event or information to be issued in public interest.

Notice writing Tips

Please follow the given tips while attempting a question based on Notice writing format for Class 12 English writing skills paper -

Do not cross the word limit to avoid penalty of marks. The prescribed word limit is 50 words.

Repetition of any information should be avoided.

Always enclose the notice in a box. Make sure you draw the box with a pencil.

Keep your notice short, crisp and to-the-point.

Highlight the word “NOTICE” and “TITLE”. It can be either bold or underlined.

The title should be captivating and eye-catching.

Don’t make hypothetical information and facts. Make use of what’s given in the question.

Make sure you do not mention your personal information.

Make use of all the available information in the question.

Your answer shall include answers to all the 5 W’s – What, Why, When, Where and Who.

The purpose for which it is being written should be stated clearly.

Focus on presentation and clarity.

**Circulars**

A circular is essentially a letter containing some important information that is distributed to a large number of people. Say for example you have to invite an entire department for a meeting, or update the dress policy for the whole office – a circular will be the best mode of communication for these purposes.

Additionally, circulars also find use as advertising tools. They can contain marketing information and have a wide distribution range. Be it for inter-departmental communication, advertising or even personal reasons a circular must always reach a large number of correspondents. This is one of its main features.

Browse more Topics under Official Communication

Memos

Let us also take a look at some of the advantages of a circular

It is a very simple and effective way of communication. Since it is precise and written, very little chance of miscommunication

It is also quite inexpensive. It is a cost-effective way of communication.

Circulars are also a time-saving method. It reaches a large number of people in very limited time and effort.

They are great advertising and marketing tools as well. They can help create a new market, educate people about the product or services and also increase consumer confidence in the company and the product.

**Quotations**

A quotation is an exact reproduction of another speaker's or writer’s words. A quotation is different from a paraphrase, which is a restatement of someone else’s ideas entirely in your own words. Quotation and paraphrase, along with summary (which is a brief restatement of the main points of a longer work), are three ways of incorporating information from other sources into your own writing.

Uses of Quotation

In most writing, you should use quotations for one or more of the following specific purposes:

Use quotation to reproduce distinctive, admirable, or felicitous phrasing--that is, when a paraphrase would be an inadequate representation.

In his Introduction to Lysistrata, Douglass Parker denies that the play is a "hoard of applied lubricity."

Use quotation when your source uses words in a specialized or unorthodox way.

Both Calidorus and Pseudolus agree that Phoenicium's letter is "terrible," but they mean different things.

Use quotation when the speaker or writer is an expert on the subject or an otherwise famous person whose specific words might be newsworthy, of general interest, or add credibility to your paper.

Samuel Pepys called Twelfth Night "one of the weakest plays that ever I saw on the stage."

Use quotation to reproduce important statements of information, opinion, or policy.

According to the Code on Campus Affairs, "No absence from class is excused."

Use quotation to reproduce exactly a passage that you are explaining or interpreting.

Corrigan refers to the world of comedy as a "protected realm."

The ultimate test of whether a quotation is necessary or not is this question: does it help support your thesis?

Punctuating Quotations without Documentation

Periods and commas, whether or not they are part of the quoted material, always go inside the closing quotation marks:

"The comic mask," says Aristotle, "is ugly and distorted, but does not imply pain."

Colons and semicolons at the end of independent clauses which end with a quotation go outside the closing quotation marks:

Pseudolus calls Phoenicium's letter "terrible" he means it is badly written.

Question marks and exclamation points go inside or outside the closing quotation marks, depending on whether they are part of your sentence or the quoted sentence:

Malvolio asks, "My masters, are you mad?"

Why does Olivia call Malvolio "poor fool"?

An ellipsis (three spaced periods) goes in the middle of a quotation or at the end--never at the beginning. To indicate words omitted from inside a quotation, use three spaced periods:

"Some are born great . . . and some have greatness thrust upon ‘em."

If the quotation goes on where your sentence ends, you can mark the missing material with 4 spaced periods, the first following the last word of the quotation with no space:

Cesario’s most impressive speech begins, "Make me a willow cabin at your gate. . . ."

Verse (i.e., poetry) quotations of 3 lines or fewer should be incorporated directly into your paragraph, with a slash marking the division between lines:

Lysistrata ends with a religious invocation, "sing to honor her-- / Athene of the Bronze House! / Sing Athene!"

Prose quotations that are longer than 4 lines or verse quotations of more than 3 lines should be set off in block format. The text remains double-spaced, with no extra lines before or after the quotation. The left margin is indented one inch and the right margin remains the same. Poetry quoted in this format should have the same line divisions that you see in your book. Block quotations are commonly introduced by a clause ending with a colon. The block format itself takes the place of quotation marks.

What Are Quotation Proposals? Quotation proposals are documents that contain the estimation of prices for specific products and services that a potential buyer needs for a particular project. This document is prepared by a business associate, staff, or business owner and subsequently sent to potential buyers.

**Advertisement**

A Classified advertisement is written by an employer who is looking for the services of a person in his organisation or to sell/purchase/rent any property or for many other purposes.

TYPE OF ADVERTISEMENT

PURPOSE

SITUATION VACANT

This advertisement is written by an employer who is looking for the services of a person in his organisation.

SITUATION WANTED

This is written by a job-seeker.

FOR SALE

This is written in an attempt to sell property, assets, office goods, etc.

TO LET

This is written by a person looking for tenants for his/her property.

ACCOMODATION WANTED

Written by the ones looking for a place for accommodation.

MATRIMONIALS

This is written while looking for prospective marriage candidates

MISSING

This is written in case any object/person/pet goes missing giving descriptive details for the same.

Tips for writing Classified Advertisement for class 12 English Writing skills paper

 When you're writing an advertisement, every word counts. Being too vague or wordy will cause people to skim your advertisement instead of pausing to read it, so the same writing tenets apply no matter what type of advertisement you're writing.

It should begin with a heading in bold or upper case letters.

The language should be according to the audience we are referring to. For example- If you want to sell something to the youngsters, the words chosen shall be good enough to attract them.

Do not use the same descriptive characteristics for every type of advertisement. For example- In Situation Wanted case, calling for receptionist applications, one must use words that are indicative of the personality and communication skills you are looking for. On the other hand, for hiring a tech executive, it is imperative you ask for skills limited to the IT department.

Do not make full sentences. The prescribed limit is 50 words and in order to make your advertisement loaded with information about the topic, you have to manage your words carefully.

Always add contact details in the end either in the form of contact no., email id or both. They are generally given in the question.

Remember, nowhere in the answer are you required to mention your own personal details.

It should always be in a box made with sharpened pencil.

It should be neat and clean with good presentation.

Practice a lot of advertisements because, “Practice makes the man (or woman, for that matter) perfect” .

1. Principal, Sunrise Global School, Agra requires a receptionist for her school. Draft a suitable advertisement in about 50 words to be published in the classified columns of a national newspaper giving all the necessary details of qualifications and experience required in the receptionist.

(CBSE 2016)

Answer:

SITUATION WANTED

REQUIRED a young, dynamic, smart, charismatic and friendly female receptionist for Sunrise Global School, Agra. Attractive salary with fringe benefits. Healthy work environment. Fresh graduates having honours or equivalent degree in English with good communication skills can apply by sending their cover letter and resume till March 30 on the below mentioned id: [abc123@gmail.com](mailto:abc123@gmail.com). For queries, contact: 98100XXXXX

2. You are Vikram/Sonia, an Hon’s graduate in history with specialization in Medieval India. You are well acquainted with places of historical interest in Delhi, Agra and Jaipur. You are looking for the job of tourist guide. Write an advertisement in about 50 words for the situations wanted column of a local newspaper. Your contact no. 999751234.

(CBSE 2017)

Answer:

SITUATION VACANT!

BA (Hons) History topper, Vikram/Sonia, with specialization in Medieval India is looking for the job of a tourist guide. Age 22 years. Affluent in Hindi and English. Well-acquainted with places of historical interest in Delhi, Agra and Jaipur. Good communication skills, persuasion skills and charming personality. Expected salary- 30,000pm. Contact no.: 999751234 and email-id : [abc123@gmail.com](mailto:abc123@gmail.com).

**Emails**

Write a meaningful subject line.

Keep the message focused.

Avoid attachments.

Identify yourself clearly.

Be kind. Don't flame.

Proofread.

Don't assume privacy.

Distinguish between formal and informal situations.

The Advantages of Email for Internal Communications

Email is a free tool. Once you are online, there is no further expense that you need to spend on in order to send and receive messages.

Email is quick. Once you have finished composing a message, sending it is as simple as clicking a button. Email, especially if an email system is integrated into the network, is sent, delivered and read almost immediately.

Email is simple. It is easy to use. Once your account is set up, composing, sending and receiving messages is simple. Also, email allows for the easy and quick access of information and contacts.

Email allows for easy referencing. Messages that have been sent and received can stored, and searched through safely and easily. It is a lot easier to go through old email messages rather than old notes written on paper.

Email is accessible from anywhere – as long as you have an internet connection. Whether or not you are in the office or on the field, or even overseas, you can access your inbox and go through your messages.

Email is paperless, and therefore, beneficial for the planet. Not only can you reduce the costs of paper, you are actually reducing the damage paper usage does to the environment.

Email allows for mass sending of messages. An effective medium to utilize to get your message out there, you can send one particular message to several recipients all at once.

Email allows for instant access of information and files. You can opt to send yourself files and keep messages so that you have a paper trail of conversations and interactions you have online just in case you may need them in the future.

The Disadvantages of Email for Internal Communications

Email could potentially cause information overload. Some messages may be dismissed or left unread, especially if there are a lot coming in and the network has not integrated some sort of email alert system into the computers at work.

Email lacks a personal touch. While some things are better off sent as written and typed messages, some things should be verbally relayed or written by hand in a note or letter.

Email can be disruptive. Going through each email can be disruptive to work as it does require a bit of time. This disruption is decreased through the utilization of an email alert system.

Email cannot be ignored for a long time. The thing with email is that it needs constant maintenance. If you ignore it, more and more messages will enter your inbox until it gets to the point that your inbox is no longer manageable.

Email can cause misunderstandings. Because email does not include nonverbal communication, recipients may misinterpret the sender’s message. This is particularly true of senders fail to go through their messages before they send them.

Email messages can contain viruses. It’s best to be aware of this possibility so that you are careful when opening messages from people you don’t know, or when downloading attachments.

Email should be kept short and brief. This is especially difficult if you are one to send messages that are too long.

Email requires timely responses. While some people tend to disregard messages, those that require responses should be replied to as soon as they are received and read. If not, urgent and important messages may be left untended.

**Blog**

A blog is a regularly updated website or web page, typically one run by an individual or small group, that is written in an informal or conversational style.

How to Write a Blog Post in Five Easy Steps [Summary]:

Step 1: Plan your blog post by choosing a topic, creating an outline, conducting research, and checking facts.

Step 2: Craft a headline that is both informative and will capture readers’ attentions.

Step 3: Write your post, either writing a draft in a single session or gradually word on parts of it.

Step 4: Use images to enhance your post, improve its flow, add humor, and explain complex topics.

Step 5: Edit your blog post. Make sure to avoid repetition, read your post aloud to check its flow, have someone else read it and provide feedback, keep sentences and paragraphs short, don’t be a perfectionist, don’t be afraid to cut out text or adapt your writing last minute.

Introduction

[Quick summary explaining what the blog post will cover]

Section 1 – Planning a Blog Post

- Things bloggers should do before putting pen to paper – outlining, research etc.

Section 2 – Writing a Blog Post

- Tips on how to focus on writing, productivity tips for bloggers

Section 3 – Rewriting/Editing a Blog Post

- Self-editing techniques, things to watch out for, common blogging mistakes

Section 4 – Optimizing a Blog Post

- How to optimize a blog post for on-page SEO, social shares/engagement, etc.

Section 5 – Conclusion

- Wrap-up

The purpose of this outline is to make sure I know what I plan to cover, in what order the various sections will appear, and some bare-bones details of what each section will include.