

APPENDIX - CPOINTS FOR DISCUSSIONUnit 1

1. When should the following polite expressions be used?
'You are welcome', 'pardon' 'good night', 'How do you do', 'yes, please', no, thank you' and 'excuse me'. Discuss in the group, each item.
2. What are the four rules you have to remember when introductions are made?
3. Besides the name of a person, what else would you have to say when you introduce people?
4. What are some of the phone-etiquettes you have learnt?

Unit 2

Supplementary reading material number 1 (Appendix A ii) is meant for reading and discussion in class.

Unit 3

1. Given below is an advertisement: Imagine you fit the job-description and write an application letter.

STENOGRAPHERS,
Sarabhai M. Chemicals,
Gorwa Road,
Baroda 390 007

invites application for the post of Stenographers. Applicants should be minimum matriculate with a good command over English, preferably with 3-4 years experience in a commercial organisation and with 100 and 40 w.p.m. speed in English shorthand and typewriting respectively. Should be able to correspond independently. Salary will be commensurate with qualifications and experience. Apply within seven days with full bio-data.

2. Apply for a week's leave. Address your letter to your employer.
3. Congratulate your sister on her success in the school final examinations.
4. Write a paragraph on how you wish to spend your annual vacation.
5. Given below are some words and phrases. Connect them in such a way as to make a short story.
two silly goats, cross a bridge, bridge narrow, together, both on opposite sides, middle, they fought, both fell down, drowned.