

Report on certificate courses in English Communication Skills and Human Resource Development and Soft Skills

(2019- 2020)

Two certificate courses were taken up in the academic session of 2019- 2020. In the English Communication Skills course, students were taught basic day to day relevant conversations, detailed grammar usage, pronunciations and sentence formation techniques. Students were given various activities. Group of two students went to different departments of the college and made conversation with the concerned authority. They submitted a report in English of the same. Different situations were given to each student on which they showed extempore speaking skills. Topics were given on which students in groups of two or three enacted accordingly.

In the Human resource and Development and Soft Skills course, students were taught body language, interview techniques, group discussion, self- grooming. Students were given different activities. Topic for discussion, Body language – to present on-self Infront of a formal gathering, Mock interviews.

The Valedictory Function of the Language Lab was graced by Mrs. Kashish Jeswani as Chief Guest. Honourable Principal Dr. Rajeev Ashtikar as President, Vice-Principal Major Dr. Nagrale, Dr. Manjushree Sardeshpande, HoD English and other faculty members graced the occasion. There was an overwhelming response of students who attended the function.

The function started with an introduction of Gurudev Rabindranath Tagore Language Lab given by Mrs. Milonee Indapwar, professor in-charge. The function proceeded further and students who completed both the courses presented a small program in English which included a small play, importance of gadgets, self-introduction, story with a message to all, telling the importance of English as a global language.

The function was concluded by giving away certificates to the successful candidates by the hands of dignitaries on the dais. The vote of thanks was given by a student. The course was concluded by leaving an imprint on all the minds of students that English language is the need of the hour and all students must take advantage of the language lab provided by the college.

Dr. Rajiv Ashtikar
Principal

Dr. Manjushree Sardeshpande
HoD English

Milonee Indapwar
professor in-charge

R. S. MUNDLE DHARAMPETH ARTS AND COMMERCE COLLEGE, NAGPUR

CERTIFICATE COURSE IN HUMAN RESOURCE DEVELOPMENT AND SOFT SKILLS.

2019 - 20

SYLLABUS

This course helps to acquire knowledge and experience in understanding the behavioural pattern in each and every situation in life. It also helps in learning and understanding managerial skills in the work place. The following topics will be covered.

- 1)Human research management definition and function.
- 2)Brief history of human research management in India and its utility in the modern world.
- 3)Nature of human research management such as recruitment, selection training and development of recruits.
- 4)Scope of human resource management.
- 5)Understand the value and importance of HR in any organisation.
- 6)Analysing the ways and means of hiring the candidates.
- 7)Objectives of HR management department.
- 8)Selection procedure in big organization.
- 9)what is the basis of recruitment.
- 10)Psychological test.
- 11)Personality test.
- 12)Manners in talking.
- 13) Effective Speaking.
- 14)Dressing styles to be adopted in interview.
- 15)Behavioural etiquettes in interview room.
- 16)How to conduct oneself in interview room.
- 17)Handling different types of interview questions.
- 18)Job Application.
- 19)CV. Writing.
- 20)Norms of E.mail.writing.
- 21)Do's and don'ts in written communication.
- 22)Leadership Qualities.
- 23)Leadership Motivation.
- 24) Decorum to be followed in organisations.
- 25>To maintain the quality of work.
- 26>Maintaining a harmonious employee/employer relationship.
- 27>To encourage for betterment of the company.

- 28)To design systems for maximum impact.
- 29)Aiming for betterment of the company.
- 30) Revision

R. S. MUNDLE DHARAMPETH ARTS AND COMMERCE COLLEGE, NAGPUR

CERTIFICATE COURSE IN ENGLISH COMMUNICATION SKILLS *2019-20*

syllabus

This course aims at developing the students to accept the challenges of the modern competitive world with great elan. The basic training in academic and technical qualifications would train the students -the various manner of communication in English and appraise them of the current trends in verbal, written and non-verbal communications.

This would surely add to their self-confidence and help them to face the world in a better manner. The course content comprises of the following:

- 1)What is effective communication.
- 2)Role of communication.
- 3)The process of communication.
- 4)Elements of communication.
- 5)Verbal communication.
- 6)Non-verbal communication.
- 7)Listening and feedback.
- 8)oral communication the necessity to make it perfect.
- 9)Word stress to Emphasise the main word in a sentence
- 10)Tone of the voice – to show emotions -examples of being friendly, angry or cheeky.
- 11)Volume – to emphasise an important point with a quiet or loud voice.
- 12)Examples of pausing and the rate of speaking quickly or slowly.
- 13)Non-verbal communication – a) eye contact examples.
- 14)Different types of facial expressions.
- 15)Body contact in touch with gestures
- 16)Posture and personal distance.
- 17)Presentation skills —know your audience know your purpose.
- 18)Opening and closing of the speech.
- 19)Written communication a) emailing and writing different types of official letters.
- 20)Reports and summaries.
- 21)Uses of artefacts
- 22) Appearance and grooming.
- 23)Correct Pronunciation.

- 24) using minimal pairs for correct pronunciation.
- 25) Applications of various types.
- 26) Resume writing.
- 27) Telephonic conversation.
- 28) Table manners.
- 29) Day to day conversation.
- 30) Revision

B.B.A. I 2019-20
Communicative English

Sr. No.	STUDENT NAME	Signature									
		16/g	17/g	18/g	19/g	20/g	21/g	22/g	23/g	24/g	25/g
Date→											
1	AARTI RAJESH PANDEY	Anup	Anup	Anup	Anup	Anup	Anup	Anup	Anup	Anup	Anup
2	ABHAY MANOJ GONDANE	Abm	Abm	Abm	Abm	Abm	Abm	Abm	Abm	Abm	Abm
3	ABHAY PRAFFUL LAHOTI	A	A	A	A	A	A	A	A	A	A
4	ABHIJEET ANIL BISHT	Bish	Bish	Bish	Bish	Bish	Bish	Bish	Bish	Bish	Bish
5	ABHIJIT CHHATRAPATI BHAGAT	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
6	ABHILESH KAWADU KASHTI	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi
7	ABHINAV MANOJ SHUKLA	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi
8	ABHINAV PRAMOD POPHARE	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi
9	ABHISHEK GHANSHYAM ZANZAL	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi
10	ABHISHEK RAMBHAI LODE	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek
11	ABHISHEK RAMCHANDRA BHADKHAL	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi
12	AJINKYA MILIND DEO	Ajinkya	Ajinkya	Ajinkya	Ajinkya	Ajinkya	Ajinkya	Ajinkya	Ajinkya	Ajinkya	Ajinkya
13	AKANSHA ANIL DEOGADE	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha	Akansha
14	AKASH AJAY MISHRA										
15	AKASH PREMCHAND BANGRE										
16	AKSHAY PRAVIN RAUT										
17	AKSHAY DILIP PERODIYE	akshay	akshay	akshay	akshay	akshay	akshay	akshay	akshay	akshay	akshay
18	AMAN PRALLHAD DIWALI	amans	amans	amans	amans	amans	amans	amans	amans	amans	amans
19	AMIT BHIKARAM HARINKHEDE	amit	amit	amit	amit	amit	amit	amit	amit	amit	amit
20	ANIKET AJAY SHRIVASTAV	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket
21	ANIKET LAXMAN MARASKOLHE	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket



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50	JAYHARSH SUBHASH TIWARI								
51	KAJAL SURESH THAWARI	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)
52	KAJOL VINAY TIWARI								
53	KALYANI SANJAY MARASKOLHE	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)
54	KARTAVYA RAJU MESHRAM	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)
55	KESHAV RAJ BAHADUR CHAUHAN	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)
56	KHUSHI MANISH CHOURASIA	(Khushi)	(Manish)	(Chourasia)	(Khushi)	(Manish)	(Chourasia)	(Khushi)	(Manish)
57	KSHITIJ SANJAY BHOUTKAR								
58	KULDEEP SUBHASH BATHRI								
59	MANISH SANDESH KARMANKAR	(M)	(N)	(S)	(M)	(N)	(S)	(M)	(N)
60	MANSI RAJESH DAGOR								
61	MAYANK PRADEEP KOTGULE	(Mayank)	(Prajeet)	(Rajesh)	(Sanjay)	(Kotgule)	(Mayank)	(Rajesh)	(Sanjay)
62	MAYUR SHILANAND HADKE								
63	MAYURI KIRANRAO BHONGE	(Mayuri)	(Kiranrao)	(Bhonge)	(Mayuri)	(Kiranrao)	(Bhonge)	(Mayuri)	(Kiranrao)
64	MOHIT SANJAY WANKHEDÉ								
65	NANDANI SANJAY BHAGAT								
66	NEERAJ ASHOK SHARMA								
67	NIKITA GOWARDHAN BORKAR								
68	NIKITA MANOJ BHAGWATKAR	(Nikita)	(Nikita)	(Nikita)	(Nikita)	(Nikita)	(Nikita)	(Nikita)	(Nikita)
69	NIKITA NAMDEO KALE	(Nikita)	(Namdeo)	(Kale)	(Nikita)	(Namdeo)	(Kale)	(Nikita)	(Namdeo)
70	NIKSHANT RUPESH KIRME								
71	NIRAJ MANOJ SINGH								
72	NISHANT MADAN GARGELWAR								
73	NITESH BABAN KHILLARE	(Nitesh)	(Baban)	(Khilla)	(Nitesh)	(Baban)	(Khilla)	(Nitesh)	(Baban)
74	OM BHARAT HIRANWAR	(Om)	(Bharat)	(Hiranwar)	(Om)	(Bharat)	(Hiranwar)	(Om)	(Bharat)
75	PANKAJ GAJANAN YEDANGE	(Pankaj)	(Gajanan)	(Yedange)	(Pankaj)	(Gajanan)	(Yedange)	(Pankaj)	(Gajanan)
76	PAYAL RAJESH YADAV	(Payal)	(Rajesh)	(Yadav)	(Payal)	(Rajesh)	(Yadav)	(Payal)	(Rajesh)
77	PRAFUL SANJAY KADU								
78	PRAJAKTA RAMESH HELONDE	(Prajakta)	(Ramesh)	(Helonde)	(Prajakta)	(Ramesh)	(Helonde)	(Prajakta)	(Ramesh)
79	PRAJWAL JAGDISH DAMKE	(Prajwal)	(Jagdish)	(Damke)	(Prajwal)	(Jagdish)	(Damke)	(Prajwal)	(Jagdish)
80	PRANAY PRASHANT RAKHUNDE	(Pranay)	(Prashant)	(Rakhunde)	(Pranay)	(Prashant)	(Rakhunde)	(Pranay)	(Prashant)

PRAJWAL VILAS WAT

Kanchan Wetlands

Manninder Singh Boli



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68	NIKITA MANOJ BHAGWATKAR	Nikita Manoj Bhagwatkar
69	NIKITA NAMDEO KALE	Nikita Namdeo Kale
70	NIKHANT RUPESH KIRME	Nikhant Rupesh Kirme
71	NIRAJ MANOJ SINGH	Niraj Manoj Singh
72	NISHANT MADAN GARGELWAR	Nishant Madan Gargelwar
73	NITESH BABAN KHILLARE	Nitesh Baban Khillare
74	OM BHARAT HIRANWAR	Om Bharat Hiranwar
75	PANKAJ GAJANAN YEDANGE	Pankaj Gajanam Yedange
76	PAYAL RAJESH YADAV	Payal Rajesh Yadav
77	PRAFUL SANJAY KADU	Prafal Sanjay Kadu
78	PRAJAKTA RAMESH HELONDE	Prajakta Ramesh Helonde
79	PRAJWAL JAGDISH DAMKE	Prajwal Jagdish Damke

PRAJWAL VILAS WAT

Kanchan Mehanale
Manminder Singh Bal

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Manninder Singh Bal

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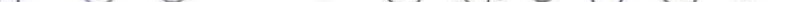


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Dhanashell Dhananjay Aparajit Dhananjay Dhananjay

Manminder Singh Bal 

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PRAJNAL VILAS WAT

Kanchan · wekhade

但這幾年來我所讀的書，都是在這裏讀的。我所學到的知識，都是在這裏學到的。

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81	PRATHAMESH SURESH GIRI	Prathamesh Suresh Giri
82	PRATIK SHIVSHANKAR USARBARSE	Pratik Shivshankar Usarbarse
83	PREET SURESH SHENWAR	Preet Suresh Shenwar
84	PRINCE VIJAY SRIVASTAV	Prince Vijay Srivastav
85	PRIYAL RAMNARESH SHARMA	Priyal Ramnaresh Sharma
86	PUSHPAK DILIP PENDAM	Pushpak Dilip Pendam
87	RAHUL MADHUKAR NAKADE	Rahul Madhukar Nakade
88	RAJ AMBADAS SARDE	Raj Ambadas Sarde
89	RAJKUMAR KESHAVRAO PANSE	Rajkumar Keshavrao Panse
90	RAKESH KIRANRAO KALBANDE	Rakesh Kiranrao Kalbande
91	RAMNEET AMARJIT SEKHON	Ramneet Amarjit Sekhon
92	RITIK JAIPRAKASH SHARMA	Ritik Jaiprakash Sharma
93	RITIK RADHESHYAM MACHCHHIRKE	Ritik Radheshyam Machchhirke
94	RITIK RAJU BHENDE	Ritik Raju Bhende
95	ROHIT DHIRAJ FULZELE	Rohit Dhiraj Fulzele
96	ROHIT HOMRAJ MAHISKE	Rohit Homraj Mahiske
97	ROHIT YUVRAJ SHENDE	Rohit Yuvraj Shende
98	SAGAR RAMESH KADBE	Sagar Ramesh Kadbe
99	SAHIL ASPAK SAUDAGAR	Sahil Aspak Saudagar
100	SAHIL DEVIDAS BAGDE	Sahil Devidas Bagde
101	SAHIL SANJAY WAGHMARE	Sahil Sanjay Waghmare
102	SAHIL SHAILESH GWALBANSI	Sahil Shailesh Gwalbansi
103	SAHIL SHEKHAR DHOMANE	Sahil Shekar Dhomane
104	SAKSHI SUNIL CHOURHARI	Sakshi Sunil Chourhari
105	SAMARTH SHEKHAR PARSE	Samarth Shekar Parse
106	SANDEEP BALKRISHNA KUMAR	Sandeep Balkrishna Kumar
107	SANDIP ATTARSINGH KAKODIYA	Sandip Attarsingh Kakodiya
108	SARANG JEEWANDAS DANDHARE	Sarang Jeewandas Dandhare
109	SARVESH VINOD ATHAVALE	Sarvesh Vinod Athavale
110	SHABNAM SAMEER KHAN	Shabnam Sameer Khan



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B.C.C.A. I 2019-20
Communicative English and Human Resource Development.

Sr. No.	STUDENT NAME	Signature										
		Date→	01/08	02/08	03/08	05/08	06/08	07/08	08/08	09/08	10/08	13/08
1	AASHISH SURAJ SAHU	Shew	Shew	Shew	Shew	Shew	Shew	Shew	Shew	Shew	Shew	Shew
2	ABHIJEET ANIL RATHOD	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR
3	ABHIJEET DIWAN SIDAM	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD	AD
4	ACHAL BRMHACHARYA MESHRAM	Ady	Ady	Ady	Ady	Ady	Ady	Ady	Ady	Ady	Ady	Ady
5	AKASH DEVIDAS KOKUDDE	ak	ak	ak	ak	ak	ak	ak	ak	ak	ak	ak
6	AKASH RAMPRASAD YADAV	Ayadav	Ayadav	Ayadav	Ayadav	Ayadav	Ayadav	Ayadav	Ayadav	Ayadav	Ayadav	Ayadav
7	AKHILESH ARJUN RAM											
8	AMISHA VINOD GOURKHEDE	AG	AG	AG	AG	AG	AG	AG	AG	AG	AG	AG
9	AMIT VISHWANATH DAS	A.V.Das	A.V.Das	A.V.Das	A.V.Das	A.V.Das	A.V.Das	A.V.Das	A.V.Das	A.V.Das	A.V.Das	A.V.Das
10	ANIKET ARUN SHAMBHARKAR	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket
11	ANIKET ASHOK KSHIRSAGAR	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK
12	ANIKET GAJANAN MESHRAM	Agm	Agm	Agm	Agm	Agm	Agm	Agm	Agm	Agm	Agm	Agm
13	ANIKET RAJESH DONGRE	and	and	and	and	and	and	and	and	and	and	and
14	ANUP JAGDISH KARORIYA	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am
15	ANURAG ASHOK MASRAM	anurag	anurag	anurag	anurag	anurag	anurag	anurag	anurag	anurag	anurag	anurag
16	ARYAN MANOJ SAMUNDRE											
17	ASHISH ASHOK MESHRAM	As	As	As	As	As	As	As	As	As	As	As
18	BHASKAR G DAS	Bash	Bash	Bash	Bash	Bash	Bash	Bash	Bash	Bash	Bash	Bash
19	BHUSHAN SHRIKANT KOTHEKAR	BK	Bk	Bk	Bk	Bk	Bk	Bk	Bk	Bk	Bk	Bk
20	CHETAN TULSHIRAM KHANGAR	CK	CK	CK	CK	CK	CK	CK	CK	CK	CK	CK
21	DHANANJAY GOPAL GAUPALE	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch
22	DINESH RAMU WAGHMARE	Dw	Dw	Dw	Dw	Dw	Dw	Dw	Dw	Dw	Dw	Dw
23	DIPIKA BABLU BHONDEKAR	Dipika	Dipika	Dipika	Dipika	Dipika	Dipika	Dipika	Dipika	Dipika	Dipika	Dipika
24	DIPTI SURESH KOHALE	Dsk	Dsk	Dsk	Dsk	Dsk	Dsk	Dsk	Dsk	Dsk	Dsk	Dsk
25	DISHA NANDKISHOR THAKRE	DThakre	DThakre	DThakre	DThakre	DThakre	DThakre	DThakre	DThakre	DThakre	DThakre	DThakre
26	EKNATH RAJU BADHE	Ebadhe	Ebadhe	Ebadhe	Ebadhe	Ebadhe	Ebadhe	Ebadhe	Ebadhe	Ebadhe	Ebadhe	Ebadhe
27	GANESH LALBABU RAM	Gane	Gane	Gane	Gane	Gane	Gane	Gane	Gane	Gane	Gane	Gane
28	GOPI ATAL DARJEE	Pat	Pat	Pat	Pat	Pat	Pat	Pat	Pat	Pat	Pat	Pat
29	HIMANSHU UTTAM KAMBLE	H.Kamble	H.Kamble	H.Kamble	H.Kamble	H.Kamble	H.Kamble	H.Kamble	H.Kamble	H.Kamble	H.Kamble	H.Kamble
30	JITENDRA SHIVPRASAD SAHARE	JSS	JSS	JSS	JSS	JSS	JSS	JSS	JSS	JSS	JSS	JSS
31	KUNAL KASHINATH KUMBHARE	Kunk	Kunk	Kunk	Kunk	Kunk	Kunk	Kunk	Kunk	Kunk	Kunk	Kunk
32	MAYURI SUKHALAL RAMTEKE	MR	MR	MR	MR	MR	MR	MR	MR	MR	MR	MR



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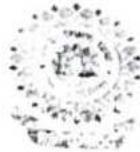
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Sr. No.	STUDENT NAME	Signature									
		28/08	29/08	30/08	31/08	3/09	4/09	5/09	6/09	7/09	8/09
	Date→	28/08	29/08	30/08	31/08	3/09	4/09	5/09	6/09	7/09	8/09
33	MINAKSHI REVAJI SHARNAGAT	MRsh	Prsh								
34	NAYAN SURAJ MATRE	Nayar									
35	NIKHIL LIBNUS KUJUR	Nikunj									
36	NIKITA SHALIKRAM GUDADHE	N.Guddadhe									
37	NIRAJKUMAR R TIRPUDE	NRpude									
38	PANKAJ SUDARSHAN SIRASKAR	P.Siraskar	Siraskar								
39	PAYAL SIDDHARTH KAKDE	Payal									
40	PRACHI SUNIL GOURKHEDE	PSG									
41	PRAKASH BIRBAL BHAGAT	Bhagat									
42	PRASHIK SURESH RAMTEKE	PSR									
43	PRATIKSHA N LOKHANDE	Pratiksha									
44	RESHMA GAJANAN MANKAR	Resh									
45	ROHIT ARVIND PATIL	Rohit									
46	ROSHANI RAJU MATHIA	Ro									
47	SAGAR SURESH NEWARE	(S)									
48	SAHIL HEMANT GEDAM	Sahil									
49	SAKSHI NANAJI KELZARKAR	Sakshi									
50	SAKSHI SUMENDRA SONTAKKE	Sakshi									
51	SANDESH SANJAY SHELKE	Sanket									
52	SARVESH RAJAY HADGE	Sarvesh									
53	SHITAL TEJPAL GAIKWAD	Shital									
54	SONALI TOSHRAM NAGESHWAR	Sonali									
55	SONALI VINOD WAGHMARE	S. V.									
56	SUBHASH RAJKUMAR RAMTEKE	Subh									
57	SUHAS PRAMOD DEO	S. Deo	S. Deo	S. Deo	S. Deo	S. Deo	S. Deo	S. Deo	S. Deo	S. Deo	S. Deo
58	SUMEDH SUNIL SHENDE	Sum									
59	SURBHII GAUTAM KOSARE	Surbhi									
60	SUSHANT SOPAN PATIL	S.P.									
61	TUSHAR RAJESH DEOGADE	Tushar									
62	UTKARSH SANTOSH DESHKAR	J. Desh									
63	UTKARSH VINOD KHANDKAR	Vikas									
64	VAISHNAV ARUN CHOPDE	Varun									
65	VEDANT BALWANT YFOLE	Ved									
66	VIKAS DEVIDAS KOKUDDE	Vikas									





R.S. Mundale Dharampeth Arts & Commerce College, Nagpur

Certificate

This is to certify that Mr./Ms. _____ has

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Dr. Rajiv Ashtikar
Principal

Dr. M Sardeshpande
HoD English

Milonee Indapwar
Professor In-charge



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HRD and Soft skills 2019-20

Assessment

1. Enact a play.
2. Prepare a presentation on a topic of your choice and present it in front of the class.
3. Write any two of the following -
 - a. Dialogue between a waiter and customer.
 - b. Dialogue between employee and employer. (Applying for leave)
 - c. Dialogue between two friends (post-examination discussion)
 - d. Dialogue between two scholars with different point of view.

Assessment

The class is very hands on and students are given not only a platform to speak but also personal attention is given to each and every student. The assessment is carried out in the basis of their performance in the class activities and remedial actions to help them are taken then and there.

Debate.

* Social Media.

Chhabita : Social media wrong for the public.

Sagar : How ?

Chhabita : We use the social media increase in stress therefore can go to depression.

Sagar : Not going to depression and not increasing in stress level.

Chhabita : How ?

Sagar : Social media have lead to evolution of our mind.

Chhabita : but wrong message upload in social media what about that ?

Sagar : He regulates the strong law for who have upload wrong message. Giving the strong punishment by the law.

Chhabita : Some people have wrong use the social media.

Sagar : Every coin have two sides and it's depends on you.

Chhabita : Face to face communication will be decreases

Sagar : But increase our knowledge and evolution of our mind.

Chhabita : Social media can cause of sleeplessness.

Sagar : No never, it's depend you how long do you spend time on social media.

Chhabita : Cyber attack are becoming more prevalent in today's world.

Sagar : Yes you right but if we can put password in mobile then not having harmful and we attention if we insert a password.

Chhabita : what ?

Sagar : If we does not share password to any person you know that how are you friend.

Chhabita : yes I know that
no one remembers passwords.

Salgar : Yes if we change the password
after 1 month 2 month then
nothing will be happen again.

Chhabita : okay that's fine if we use
social media properly them it
will be useful but if we
miss use of social media it will
be harmful.

* Dialogue Between Harish and Manager.

Robit - Hello Harish

Harish - Hello Robit

Robit - What are you doing ? What happened ? Why are you tensed ?

Harish - Nothing special Robit . I want four days holidays for my sister's wedding . But today Sir was so angry ^{about something and} how ^{i will} I am wondering ^{ask him} say to him for ^a holiday leave.

Robit - Don't worry after lunch break you ^{can} will go and get permission

Harish - Okay Robit after lunch break I will go.

After lunch break :

Harish - May I come in Sir ?

Manager - Please come in.

Harish - Good ~~go~~ Afternoon Sir

Manager - Good Afternoon . What do you want ?

Harish - Sir I need a four days ~~leave~~ ~~holiday~~ .

Manager - Why ?

Harish - Sir , I ^{will} need to go to Mumbai for my sister's wedding .

Manager : Did you give any application?

Harish : Yes, Here it is Sir.

Manager : Okay you ~~will~~ ^{should} finished your work first and then you ~~will~~ ^{can} go.

Harish : Thank you Sir.

Rohit : What ~~is~~ ^{did} Sir say?

Harish : He ~~get~~ ^{gave} me permission for four days. ~~leave~~.

Rohit : Oh that's great, then when ~~will~~ you ^{leave} ~~go~~?

Harish : Tomorrow 9 pm by train

Rohit : Railway station is near ~~by~~ my home i will drop you tomorrow.

Harish : thank you rohit

Rohit : Uncle and Aunty are coming with you ^{as well}.

Harish : No, they ^{have} already ^{left} gone with my Sister.

Rohit : Oh that's great okay you ~~will~~ finished your work i will go.

Harish : Okay, See you tomorrow bye.

Rohit : Bye. See you... ^{good} ✓