



SAMPURNA

~ For CA Foundation

The title is surrounded by various white and yellow icons: a pyramid, a bar chart with an upward arrow, a pie chart, a percentage sign, a gear, a bar chart with a downward arrow, a pie chart, a percentage sign, a bar chart, a percentage sign, and a multiplication sign.

+ Lecture No. 1

STRATEGY FOR SELF STUDY



By- CA GURPREET SINGH

(1.) STRATEGY FOR SELF STUDY

**TOPICS
TO BE
COVERED**

Steps to solve Comprehension Passages



Step 1 :- Read all the Questions asked before reading the passage

Step 2 :- Read the passage thoroughly & while reading also underline the key points relating to questions asked

Step 3 :- Read the 1st Question and check the relevant part of unseen passage for that question & answer the same.

Step 4 :- Now repeat Step 3 for each question

Hurray !! 5 marks mil gaye...

Tips for preparing summary



A summary is a shortened or condensed version of a longer essay or reading. It is not a redraft of the original text and should not be long. Your purpose while writing the summary is to give a basic idea of the original text, what it was about and what the author wanted to communicate. A summary should not have a word limit exceeding 25 percent of the original text. Remember that a summary must include all the points from the notes. Abbreviations must not be used while summarising notes. To write a summary, you must use your own words to express briefly the main idea and relevant details.

Tips for preparing summary



Given below is a list of points to be kept in mind while summarising notes:

- ❑ Use the information given in the notes.
- ❑ Do not add or subtract any piece of information.
- ❑ Do not make assumptions.
- ❑ Use short and crisp sentences as opposed to detailed and long ones of the original content.
- ❑ Avoid repetitions; use new words to express the same information.
- ❑ Try to cover maximum points.
- ❑ Reach a conclusion if required.

SUMMARY SAMPLE



Summary

Watching TV passively makes children aggressive. ACT (Action for Children Treatment) in USA has been formed to check violence in TV programs and protest against TV ads that make children crave for unnecessary products. Parents have to find an alternative way of keeping children engaged and amused. Watching TV excessively retards verbal development and adversely affects family relationships, communication skills and intellectual development in children. It also discourages playing games that help them identify their strengths and weaknesses making them dull and passive. However, TV can be watched for educational purposes.

LINEAR Note Making Format



HEADING

1. Subheading
 - 1.1 Subpoint
 - 1.2 Subpoint
 - 1.3 Subpoint
 - 1.3.1 Sub-subpoint
 - 1.3.2 Sub-subpoint
 2. Subheading
 - 2.1 Subpoint
 - 2.2 Subpoint
 - 2.3 Subpoint
 3. Subheading
 - 3.1 Subpoint...
- Keys used :-

NOTE MAKING SAMPLE



- 4) **Should we monitor TV Content?**
1. The effects of TV on chdrn.
 - 1.1 violent progs. make them agrsv.
 2. ACT formed in USA
 - 2.1 To reduce vlncl. in TV progs.
 - 2.2 To protest incsnt. cmrcl. Breaks
 3. Basic chdrn. needs
 - 3.1 amsmnt & engmnt
 - 3.2 develop comm. skills
 - 3.3 family rlnshps.
 - 3.4 intll. dvlpmnt.
 4. Passive TVwchngdtrmntl, reasons:
 - 4.1 Rdcs.sclng.
 - 4.2 Retards brain dvlpmnt.
 - 4.3 Chdrn. can't identify strnth & wkns.

Key for abbreviations

1. TV - Television
2. Chdrn.-Children
3. Vlncl.- violence
4. Progs.-programs
5. Agrsv.-aggressive
6. ACT- Action for Children's Team
7. USA-United States of America
8. Vlncl.-violence
9. Incsnt.-incessant

How to make abbreviations



Type 1:- use only the first few letters of the word.

- a) information – info.
- b) maximum – max.

Type 2 :- using the first few letters of the word and adding the final letter to it

- a) government – gov't
- b) department – dep't

Type 3 :- Omit vowels (a,e,i,o,u)

- a) school – schl
- b) years - yrs

How to make abbreviations



Type 4:- use only the first & last letter of the word.

a) mount – mt.

b) girl – gl.

Type 5 :- shortening the suffix at the end of the word

a) production – prodn

Symbols to be used in note making



| Symbol | Meaning | Symbol | Meaning |
|--------|--------------|--------|----------------|
| → | leads to | & | And |
| ← | caused by | % | Percent |
| ↑ | Increase | \$ | Money |
| ↓ | Decrease | @ | At |
| > | greater than | ' | minutes/feet |
| < | less than | " | seconds/inches |
| ∴ | Therefore | ♂ | Male |
| ∵ | Because | ♀ | Female |

Acronyms to be used in note making



| Acronym | | Acronym | |
|---------|-----------------------------|---------|------------------------|
| CAO | Chief Accounting Officer | FIFO | First In, First Out |
| CEO | Chief Executive Officer | ROE | Return on Equity |
| CFO | Chief Financial Officer | COD | Cash on Delivery |
| CIO | Chief Information Officer | USP | Unique Selling Point |
| CMO | Chief Marketing Officer | HR | Human Resources |
| COO | Chief Operating Officer | PR | Public Relations |
| CPA | Certified Public Accountant | CC | Copy To |
| CTO | Chief Technology Officer | FIFO | First In, First Out |
| DOB | Date of Birth | AMA | Against Medical Advice |
| SUV | Sports Utility Vehicle | OTC | Over The Counter |

Non- Linear Note-Making



Non- linear notes have some distinctive patterns. They present and connect ideas in diagrammatical, non-linear forms. This technique has a number of advantages. It enables you to see a large amount of information on one page and the connections between the key concepts can be shown easily.

Non-linear styles of note making include

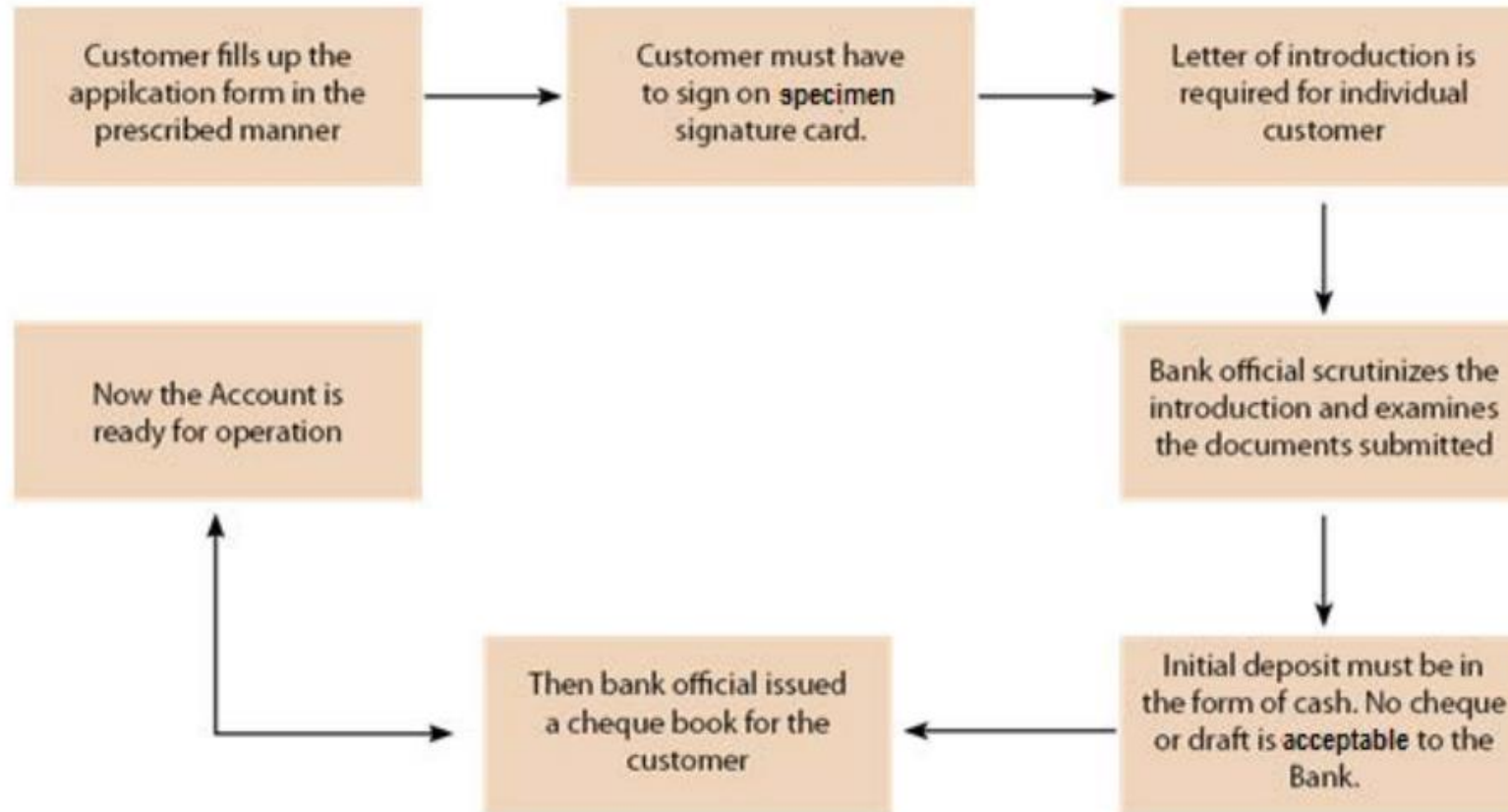
- flowcharts,
- and tree diagrams.
- mind maps,
- tables

FLOW CHART SAMPLE



A **flowchart** is a useful form of notes. It is best used when a process or a change over time needs to be depicted. A flowchart usually has steps shown in boxes connected by arrows which give one an idea about the sequence of events or the process.

Example:

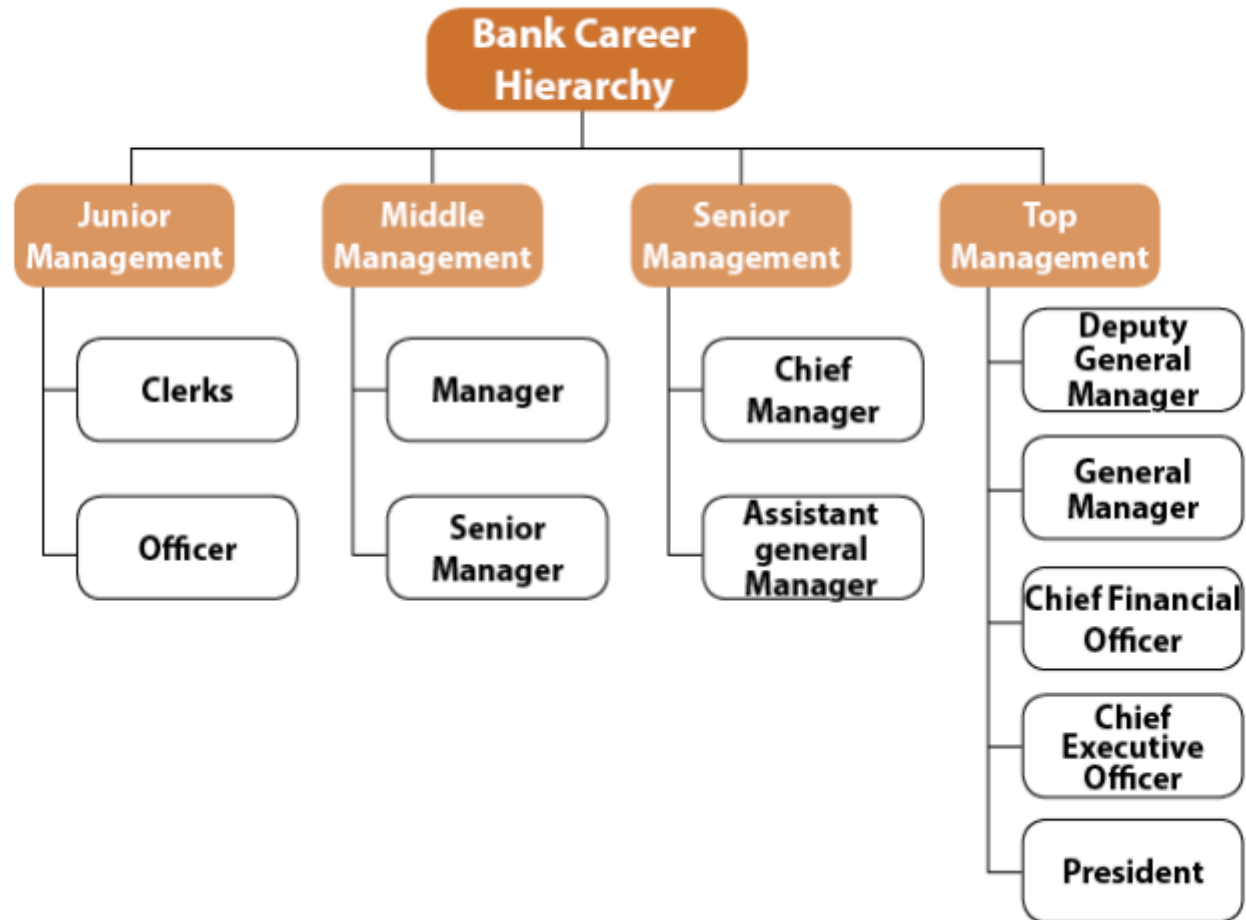


TREE DIAGRAM SAMPLE



A **tree diagram**, if turned upside-down, resembles a tree. They are used to show classification.

Example:



MIND MAP SAMPLE



Example:



TABLE SAMPLE



A **table** is most commonly used to make comparisons. This form of note making is an extremely simple and effective way of presenting differences and similarities with clarity.

Example:

| Linear Note Making | Non- Linear Note Making |
|--|--|
| Connections between ideas are clear Not very visually appealing Very difficult to add information later Structured Made using a format | Connections between ideas are quite clear Very visually appealing Normally easy to add information later Not very structured No fixed format |

Format of Precis

Title

Single Paragraph

STEPS FOR PRECIS WRITING

Step 1 :- Read the passage carefully (if required read it twice)

Step 2 :- Understand the passage and extract the main idea

Step 3 :- Bifurcate the text into essential & non-essential

Step 4 :- Select a suitable title for the precis

Step 5 :- Write the precis in ($1/3^{\text{rd}}$) of total passage length

Important Points FOR PRECIS

- ◆ A précis must not exceed one-third of the length of the original passage.
- ◆ Every précis should have a short and appropriate title.
- ◆ It should be written in the words of the author/writer.
- ◆ The main ideas of the original text should be presented in the same order in the précis.
- ◆ Do not introduce your own ideas.
- ◆ Do not criticise or change the author's ideas.
- ◆ Always use the third person, reported speech and past tense while writing a précis.
- ◆ Only universal truths should be written in the present tense.

Inclusive Education for Children with Disabilities

Despite expansion of educational opportunities in India, the disabled children have not yet benefited significantly. Due to the belief that handicapped children are dependent and non-productive and their education requires highly specialised teachers, educational programmes for handicapped children have never been implemented. The new National Policy on Education recommends that such children be placed in regular schools where their needs are catered to. However, to fulfill this objective, there are pre-requisites such as training of teachers, provision of equipment and book, etc. Hopefully, this recommendation will bring relief to handicapped children.

What is Article



Article writing is the process of creating a non-fiction text about topics that can vary from serious to the ordinary. An article is a piece of writing mainly intended to be published in a newspaper, magazine or journal, and has a wide audience.

They can discuss ideas or concepts such as current issues or topics of general interest such as health, politics, entertainment, environmental concerns, etc. Being written for a wide audience, it is essential that the language used is interesting, yet simple, and includes stories, anecdotes, and facts to keep the readers engaged. The language used in an article can be formal or informal depending on the target audience, but it must be less formal than a report.

Format of Article



Title: Eye- catching; illustrating the central theme

By Line: Writer's name (to be mentioned under the title towards the right)

Introduction:

Establish the context. (Draw the readers' attention using anecdotes, startling facts, statistics, rhetorical questions or quotations.)

Body:

2-3 paragraphs detailing the various aspects of the topic i.e. merits, demerits, causes, consequences, effects, advantages, disadvantages.

Conclusion:

A formal and logical end to the written content; a summary of all that has been included in the article. One may conclude with a final opinion, recommendation or a comment expressing hope, a warning, an appeal or a call for action.

POINTS TO REMEMBER- ARTICLE

- **Identify the aim of writing** the article- to advise, inform, entertain, compare, describe, etc.
- The title should be **short and appropriate**.
- Begin with a **striking opening sentence** which gets the readers interested in the topic.
- **Enumerate your ideas before writing**.
- Keep it brief
- Avoid repetitions
- Break the article into paragraphs
- Conclude logically

Genius has gender. Only in our minds

When Cambridge University advised its examiners to avoid words like 'genius' and 'brilliant' because they exclude women, many of us rolled our eyes and dismissed it as political correctness gone wild. But close your eyes – what's the first image that comes to your mind when you hear the word genius? Is it Albert Einstein? Stephen Hawking or Srinivasa Ramanujan, perhaps? Shakespeare or Premchand? Steve Jobs? Whether you are female or male, odds are your mind sees a man.

These associations affect our perceptions of others, which in turn affects their self-image and choices. Gender gap in the sciences, for instance, can be partly explained by the notion that these areas call for 'genius' or raw natural ability, which many women don't feel confident they possess. Reasons for that lack of confidence are also cultural; in the US a depressing piece of research found that even six-year-olds were likely to think of only boys as 'brilliant'. When professors are rated, it's men who are described as stars and visionaries, and the same qualities are overlooked or disparaged in women. Think of the routine putdown 'hysterical', which literally means a disorder caused by the womb.

The idea of a lone genius is a Romantic myth; hard work, collaboration and luck have as much to do with accomplishment as ability, and none of these traits is sexual in characteristics. Thinking harder about how we fling around words like flair and brilliance might foster a better intellectual climate, all around.

What is Report

- **A report is an account given of a particular event, issue, subject, especially in the form of an official document. It is presented after thorough investigation or consideration by an appointed person or body. It is written for a defined purpose and for a specific audience. Information and evidence is clearly stated in a concise manner.**
- **Types of Reports :-**
 - **Newspaper Report**
 - **Magazine Report**
 - **Official reports for various organisations**

Format of Newspaper Report

- **Title/ Headline**
- **By (name of author)**
- **Place, date (date is not always mentioned)**
- **Body of the report.**

NEWSPAPER REPORT SAMPLE



Commercial tax department to train its officials and industry participants

TNN | May 6, 2017

INDORE: With an aim to become well equipped with the new Goods and Services Tax (GST) and address concerns of dealers, the commercial tax department started to train its officials and industry participants from Friday. The department has selected 25 locations in the state, covering 23 cities on different dates.

Manoj Choubey, deputy commissioner, commercial tax department said, "Our aim is to be fully prepared to handle GST from July. We started a training session from Friday that will most likely extend till the end of the month across Madhya Pradesh."

Initially, the department will train all its officials and then conduct interactive training sessions for dealers.

GST — to be implemented in the country from July 2017 — aims to provide a single window tax structure across the country, simplifying tax refunds and inter-state transfer of goods and ensure merchant compliances.

According to the tax department, about 2,200 of its officials across the state will be trained. In Indore, two locations have been finalised by the department to conduct training sessions.

There are about 3 lakh dealers across the state registered with the commercial tax department of which close to 50,000 are from Indore, tax experts said.

"We plan to conduct corporate training as well under the session. Training session will bring clarity and technical knowhow about dealing with tax returns and other things under GST," Choubey said.

Industry participants have raised serious concerns about various norms under GST stating the lack of clarity and training will lead to difficulties in handling GST. This will prove especially true for small units that are not tech-savvy and do not have access to internet.

They said small industries are not computer literate and they will have to employ additional work force to file returns every month.

(Source: The Times of India)

Format of Magazine Report

- **Title/ Heading**
- **By (name of author)**
- **Body of report**

St. Agnes Public School Celebrates Annual Day

By Manoj Upadhaya

St. Agnes School, Green Park, celebrated its annual day on 2nd May with great fanfare. Mr. Arvind Kejriwal, the Chief Minister of Delhi, was the chief guest at the function. The programme began with the lighting of the lamp by the chief guest. It was followed by welcome address and the presentation of the school annual report by the principal, Ms. Swati Mehra.

The first item of the cultural program was presented by the primary wing. It was a musical drama on the necessity of protecting the environment for the future generations. The little children expressed themselves brilliantly bringing out the perils of destroying our planet.

The middle school showcased the culture of India through folk dances. Each dance was preceded by beautiful audio-visual effects, depicting the main cultural features of the region. The colourful dresses of the graceful Garba dancers, the vigour and energy of Bhangra dancers, and lilting music with elegant swaying movements of the Bihu and Hajgiri dancers from the North East, enthralled the audience.

The senior school pupils enacted a play depicting the dangers of internet and social media addiction for adults and children. They brought out the message poignantly. Every child and adult was moved by the acting and story of a young life ruined by social media addiction. The audience gave a loud and long round of applause for all participants.

The grand finale was the speech by Mr. Arvind Kejriwal. He highly praised the performances by the children and appreciated the thought provoking themes chosen by them. The programme concluded with a vote of thanks by Sagar Mehta, the school head boy.

Format 1 of Official Report

Heading To:

From:

Date:

Subject:

Introduction:

Give details of the task and the reasons for it Main Body:

Information, resources and material used, Description of task

Results Conclusion

Your evaluation and suggestions.

Format 2 of Official Report

- (1) Title page-include
 - (a) To: name of person report being submitted to
 - (b) From: name and department
 - (c) Date of submission
 - (d) Acknowledgements: A list of people and organisations that helped you in collecting data, research and in other aspects of getting the report ready.
- (2) Table of contents: a clear list of all sections and subsections of the report.
- (3) Summary: A summary of the major points, conclusions, and recommendations should be written to give a general idea of the report.
- (4) Introduction: Explain the problem and make it clear to the reader why the report has been written.
- (5) Findings: Give details of the information collected, material used, methods utilised, and results arrived at.

Format 2 of Official Report

- (6) **Conclusions:** Include implications and inferences of your findings based on the facts described in the main body. The importance of the study is discussed in this section.
- (7) **Recommendations:** Give suggestions and proposals based on information and data collected.
- (8) **Bibliography/References:** Give a list of all the sources you have referred within your text.

POINTS TO REMEMBER - REPORT

- (1) There is no place for any personal opinions, perceptions, emotions and feelings in a report.
- (2) Your suggestions and recommendations should be based on facts and data and not merely on subjective views.
- (3) I, me, we, us, you are generally not used in a report.
- (4) Use Passive voice for Newspaper/Magazine Report
- (5) Use Active Voice for Official Organization reports
- (6) Mostly Past tense is used in report writing since we are reporting happenings that have already taken place.
- (7) Avoid technical jargons

What is Formal Letters?

Formal letters are used for official and professional communication.

Types of Formal Letters

1. Letter of Enquiry
2. Order Letter
3. Letters of Complaint
4. Reply to Letter of Complaint
5. Promotion Letter
6. Sales Letter
7. Recovery Letter

Format for Formal Letters

1. Sender's Address
2. Date
3. Designation of receiver's/addressee
4. Address of receiver/addressee
5. Salutation (Dear Sir/Madam, Dear _____)
6. Subject
7. Content
 - a) Intro
 - b) Body
 - c) Conclusion
8. Complimentary clause (Yours respectfully/sincerely/truly)
9. Name of sender
10. Designation of sender (if applicable)

Important Points - LETTERS

- ◆ Use the Format
- ◆ Leave a line between paragraph
- ◆ Keep the language simple
- ◆ Be Gentle
- ◆ Be polite
- ◆ Free from grammatical or spelling error

LETTER SAMPLE



XYZ Corporation

Rajeev Chowk

Delhi

15 December, 20XX

The General Manager

Sales and Purchase Division

ABC Electronics

Bailey Road

Ghaziabad

Dear Sir/Madam,

Subject: Complaint against the Order No. S/N-115

This is with reference to Order no. S/N 115 made on December 1, 20XX. The order comprised six 2 tonne split air-conditioners of XXX brand and four 1.5 tonne window air-conditioners of XYZ brand. As per the agreement, the products were to be delivered within ten days of order and a representative was to be sent for installation and demo. Unfortunately, only half the order has been delivered and no representative has visited for installation or demo.

The fact that you have taken undue time and have not yet delivered the complete order has caused us great embarrassment and inconvenienced our clients. In addition, we have received no correspondence from your side explaining the delay.

Kindly ensure that the remaining items are delivered to us before December 20, 20XX failing which payment will be stopped or the order cancelled.

I sincerely request you to look into the matter and do the needful as soon as possible.

Thanks and Regards!

Ashita Bhargava

Sr. Manager

Operations and Admin Department

Circulars V/s Memo



Office circulars are generally those letters, which are circulated to a large number of employees in an office conveying a special message or an instruction that needs to be followed in the future.

The information conveyed through a circular may vary from an invitation to a meeting to the important issues like impending meetings, new rules or change in existing rules to be implemented in near future.

A memo is used as a means of official communication within a company or an organisation. The word memo or memorandum means 'reminder' and is frequently used to inform the people within the organisation about policies, procedures, etc. A memo typically has five functions:

- ◆ To remind
- ◆ To highlight
- ◆ To recount
- ◆ To keep a record
- ◆ To inform or instruct briefly

Format of Office Circulars



Circular No. _____

Date

Subject of Circular

For _____

Content in Paragraph form

Name

Designation of issuer

CIRCULAR SAMPLE



Circular No. XXI

7th December , 2016

Office working hours

For all employees

This is an official confirmation about the office timings that have to be followed strictly by all the employees. Being an outsourcing organisation, we maintain a different schedule of work hours as compared to the normal. It is a sincere request to all employees to follow office timings as per the mentioned guidelines, catering to the US work time.

- Working hours 6 pm to 2 am.
- Saturday and Sunday off.
- Meal break: 9:00 am to 9:30 am.

Defaulters will be liable for explanation and strict action will be taken against repeated defaulters. In case of emergency or any other exigency, kindly notify the respected Heads within 24 hours.

Simran Thalreja

Manager, HR

Format of Memo



Organisation Name
Organisation Address

InterofficeMemo

Date : _____

To : _____

From : _____

Reference : _____

Subject : _____

Content of Memo in Paragraph form

MEMO SAMPLE



ABC Technopolis Ltd.

65, Nehru Nagar, New Delhi

Interoffice Memo

Date : 25 July, 2016
To : Office Manager
From : Mr. Ashok Reddy, Purchase Officer
Reference : 216/BM
Subject : Purchase of Office Furniture

As desired, the order for the supply of office furniture (chairs and tables, sofa sets) has been placed with Shivshakti Furniture Mart, Kirbi place, New Delhi. The chairs and tables will be supplied in multiple lots. The order will be completed in ten days.

Formal Mails

An e-mail can be used as an inter-office or intra-office written communication tool. It is the fastest mode, that allows you to interact and seek/share information with all kinds of entities viz. suppliers, customers, colleagues, peers, relatives, friends and even family. It connects you within and beyond the national boundaries. However, there are differences in language and style used in a formal, semi-formal and informal e-mail.

Formal E-mails: They are addressed to people within and outside the organisation to business suppliers and customers. Therefore, the style and language should be formal; the purpose should be clear and content should be lucid and precise. It is advised to follow all etiquettes of formal communication. Using contractions, abbreviations, emoticons and slang language are not recommended.

Format of e-mail writing:

| | |
|------------------------|--|
| From: | Sender's e-mail id/address |
| To: | Receiver's e-mail id |
| Cc: | (Cc means Carbon copy) The same mail is being sent to other individuals with their e-mail Ids visible to all in the group. |
| Bcc: | (Bcc means Blank carbon copy) The names and e-mail IDs of the Bcc receivers is not visible to the recipient of the mail, but his/her ID is visible to the Bcc receivers. |
| Subject: | Title or the reason/objective of writing the e-mail |
| Salutation: | The e-mail should start with a salutation such as Dear Mr. Price. <i>It is always good to address the recipient by name.</i> |
| Main Body: | It contains main content of the mail. a) Opening paragraph should outline the main idea/ reason for the mail b) Following paragraphs give relevant details. |
| Closing: | Make a concluding statement/ suggestion - a) Recommendations to address the issue or problem b) Suggestions on the timeline for resolving the issue and delegating responsibility to selected individuals. |
| Attachments: | Attach the required documents and give the list in the e-mail. You can use 'Please find attached.' before the list of documents, to inform the receiver about the attachments. |
| Signature Line: | Includes signature, name and designation of sender. It may include e-mail address and telephone number for convenience of recipient. |

MAIL SAMPLE



From: AM@kkpvt.com

To: RM@kkpvt.com

Subject: Request for Leave (One week)

Dear Sir,

Greetings! This is to inform to your good self that I have few urgent tasks to be completed in the coming week. Owing to the same I shall not be able to attend office for a week. However, I shall be available over telephone, if required.

I request you to grant me leave for a week starting from December 20 till 24, 20XX. I shall join office w. e. f December 27, 20XX positively.

Looking forward to your kind approval.

Best Regards,

RST

Assistant Manager,

KK Private Limited,

C-9 Sector-3,

DD Nagar, New Delhi-1100XX

Points to Remember - emails



1. **Do not write the entire e-mail in capital letters.** (Using capital letters might give an impression of being rude or shouting at recipient.)
2. Do not use slang, abbreviations and SMS language in your e-mails
3. Highlight/underline the key points

Cover Letter

Since a cover letter is just as important as a résumé, it must be drafted with care. A cover letter must give the recipient a reason to be interested in you. It must also explain why you are interested in the position and the organisation.

Cover letters / Job applications are a type of formal letter; therefore, they follow a similar format. Given below is a basic outline for the cover letter.

Format of Cover Letter

- 1. Sender's Address**
- 2. Date**
- 3. Designation/Name of Addressee**
- 4. Address of Addressee**
- 5. Salutation**
- 6. Subject**
- 7. Content**
 - a) Intro**
 - b) Body**
 - c) Conclusion**
- 8. Complimentary close**
- 9. Signature**

Resume /Bio data / CV

Resumé is a document that introduces you i.e. the applicant to your prospective employer which normally contains the following details about you :-

1. Personal Contact details :- Name, Mobile no., email id
2. Work Experience :- Company name, designation, responsibilities handled, of all the organization where you have worked
3. Education :- X,XII, Degree, Certificates etc.
4. Skills :- Personal Skills & Technical Skills
5. Achievements :- Professional as well as academic

THINGS COVERED IN RESUME

- ◆ PERSONAL DETAILS (NAME, ADDRESS, DATE OF BIRTH)
- ◆ CONTACT INFORMATION (MOBILE NO. AND EMAIL ID)
- ◆ EDUCATION DETAILS
- ◆ EXPERIENCE
- ◆ SKILLS
- ◆ PERSONAL ATTRIBUTES
- ◆ ACHIEVEMENTS
- ◆ HOBBIES, LANGUAGES KNOWN
- ◆ CONFIRMATION, DATE, PLACE, NAME

Points to be remember

- ◆ Keep the format simple
- ◆ Restrict your résumé to minimum number of pages.
- ◆ Provide correct information.
- ◆ Ensure there are no grammatical errors.
- ◆ Highlight your achievements instead of responsibilities.
- ◆ Unless asked for, do not mention the expected salary in the résumé.
- ◆ Highlight your achievements

RESUME SAMPLE



NAME : Shyam
FATHER'S NAME : Dr. S.Mohan
PERMANENT ADDRESS : 1-A, Royal Enclave
South Extension
Coimbatore , 562000 Tamil Nadu
CONTACT : 989XXXXXXX, xyz@gmail.com
DATE OF BIRTH : 02 Jan 20XX
NATIONALITY : Indian

QUALIFICATIONS:

| S. No. | Qualification | Institution | Board/ University | Year of Passing | Percentage/ Division |
|--------|-----------------|---------------------|--------------------------|-----------------|----------------------|
| 1. | Xth | Bishop Cotton | CBSE | 20XX | 75% |
| 2. | XIth Senior | Bishop Cotton | CBSE | 20XX | 90% |
| 3. | CA Foundation | ICAI | ICAI | 20XX | 73% |
| 4. | CA Intermediate | ICAI | ICAI | 20XX | 69% |
| 5. | B.Com (Hons.) | St. Josephs College | Bharathidasan University | | Pursuing |

TRAINING:

Information Technology Training : Completed ITT(100 hours) conducted by ICAI in virtual mode
Orientation Programme : Completed OP (100 hours) conducted by ICAI in virtual mode
Online training in Tally : 20 hours of online training at '**Weblinks**'

SKILLS:

Good grasp over Law, Audit and Strategic Management

Different formats of resume

- ◆ Chronological Resume
- ◆ Functional Resume
- ◆ Combination

AGENDA OF MEETING



3.

| Time | Topic | Attendees | Speaker | Duration |
|-----------|--------------------------------------|--------------------------|----------------------|------------|
| 8:30 am | Introduction | Name of the participants | Director, Finance | 10 minutes |
| 8:40 am | Discussing merger plans | Name of the participants | Finance team members | 25 mins. |
| 9:05 am | Tea /breakfast break | Tea break | Tea/breakfast break | 30 mins |
| 9:35 am | Discussion on growing telecom sector | Name of the participants | Name the speakers | 15 mins |
| 9:50 am | Technology upgrade discussion | Name of the participants | Name the speaker | 20 mins |
| 10: 10 am | Open House | All participants | All members | 10 mins |
| 10:20 am | Vote of Thanks | All participants | Chairperson | 5 mins. |

MINUTES OF MEETING



Date: 5th Dec, 20xx

Meetings started at 9: 00 am.

Participants present: Mr. Ramesh, Mr. Kamlesh, Ms. Shalini, Mr. Rehman, Mr. Satyan, Mr. X, Mr. Y, Mr. Z

Mr. Ramesh, Chairperson gave an introduction

Mr. Kamlesh, Product Head spoke about the new product

Ms. Shalini, Regional Manager, Business, presented a detailed project report including market surveys, future projections and challenges.

Participants approved and appreciated Ms. Shalini's report.

Mr. Rehman, Marketing Head discussed the current market scenario, demand & supply and customer interest.

Mr. Satyan, Director Finance, gave details of costing. Finance team led by Mr X, Mr. Y and Mr. Z were part of the presentation.

The Chairperson declared an open house for participants to put up their concerns, and finally gave a vote of thanks.

Conclusions stated

Proposal for more funds put forward.

Tenders to be released

ATR to be submitted by 12th Dec, 20 xx

ACTION TAKEN REPORT



Action Taken Report

12th Dec, 20xx

As per the meeting held on 5th Dec, 20xx at the Head Office of SV Technologies, following actions have been reported:

- ◆ The client had complied to deliver the goods by 4th Dec. Work done.
- ◆ The client has asked for more time for installation of 600KV turbine.
- ◆ The order has been retained and client's proposal has been agreed to.

Undersigned

Director, Sales & Marketing

Director, Business

5 Simple steps to convert any Active Voice sentence into passive voice

Identify Subject, Object & Verb

Swap Subject with Object

Convert Verb into Verb (3rd form)

Add “by” before subject

Use helping verb based on tense(Rules)

Helping Verbs Rules Based on Tenses – Summary

| TENSE | Active Voice | Passive Voice (always 3 rd form of verb) |
|--------------------|-----------------------|---|
| Simple Present | Write/writes | is/am/are written |
| Present Continuous | is/am/are writing | is/am/are being written |
| Present Perfect | Have written | Have been written |
| Simple Past | Wrote | Was/were written |
| Past Continuous | Was/were writing | Was/were being written |
| Past Perfect | Had written | Had been written |
| Simple Future | Will/shall write | Will/shall be written |
| Future Continuous | Will/shall be writing | Will/shall/be being written |
| Future Perfect | Will have written | Will have been written |

Changing Pronoun subject

| Subject in Active | Subject in Passive |
|-------------------|--------------------|
| I | Me |
| He | Him |
| She | Her |
| You | You |
| They | Them |
| It | It |
| We | Us |
| Who | whom |

I like T.V. programmes

T.V. programmes are liked by me

He likes T.V. programmes

T.V. programmes are liked by him

She likes T.V. programmes

T.V. programmes are liked by her

You likes T.V. programmes

T.V. programmes are liked by you

It likes T.V. programmes

T.V. programmes are liked by it

We likes T.V. programmes

T.V. programmes are liked by us

They Likes T.V. programmes

T.V. programmes are liked by them

PASSIVE TO ACTIVE VOICE

| TENSE | Passive Voice (always 3 rd form of verb) | Active Voice |
|--------------------|---|-----------------------|
| Simple Present | is/am/are written | Write/writes |
| Present Continuous | is/am/are being written | is/am/are writing |
| Present Perfect | Have been written | Have written |
| Simple Past | Was/were written | Wrote |
| Past Continuous | Was/were being written | Was/were writing |
| Past Perfect | Had been written | Had written |
| Simple Future | Will/shall be written | Will/shall write |
| Future Continuous | Will/shall/be being written | Will/shall be writing |
| Future Perfect | Will have been written | Will have written |

Direct & Indirect Speech



We can **quote the actual words** spoken by the speaker. This is called Direct Speech.

We may report what was said **without quoting the speaker's exact words**. This is called Indirect or Reported Speech.

How to change Direct Speech into Indirect Speech



Normal Sentences

Imperative
Sentences

Interrogative
Sentences

Exclamatory
sentences

How to change Direct Speech into Indirect Speech



Normal Sentences

Remove Inverted Commas

Add word "that"

Change tenses as per Rules

Change pronoun as per Rules

Change relative time & place as per table given

Rules for Change of Tense



Sentence

Reporting
Verb/Principal
Verb
Is present

She says,

No need to change
the tense in
reported speech

Reporting
Verb/Principal
Verb
Is past

She said,

Change the tense of
reported speech as
per table given in
next slide

Rules for Change of Tense



| Rule | Direct speech | Indirect speech |
|---|--|---|
| Simple present changes to simple past | "I always drink coffee", she said. | She said that she always drank coffee. |
| Present continuous changes to past continuous | "I am reading a book", he explained. | He explained that he was reading a book. |
| Present perfect changes to past perfect | She said, "He has finished his work". | She said that he had finished his work. |
| Present perfect continuous changes to past perfect continuous | "I have been to Spain", he told me. | He told me that he had been to Spain. |
| Simple past changes to past perfect | "Bill arrived on Saturday", he said. | He said that Bill had arrived on Saturday. |
| Past perfect remains past perfect | "I had just turned out the light," he explained. | He explained that he had just turned out the light. |

Rules for Change of Tense



| Rule | Direct speech | Indirect speech |
|---|--|---|
| Past continuous changes to past perfect continuous | "We were living in Paris", they told me. | They told me that they had been living in Paris. |
| Future changes to present conditional | "I will be in Geneva on Monday", he said. | He said that he would be in Geneva on Monday. |
| Future continuous changes to conditional continuous | She said, "I'll be using the car next Friday." | She said that she would be using the car next Friday. |

Rules for Change of Tense



Exception:

1. If the reported speech contains a universal fact, or a scientific truth, the tense of the verb does not change even if the reporting verb is in the past tense.

a. He said, "Honesty **is** the best policy." (Direct)

He said that honesty **is** the best policy. (Indirect)

b. The teacher said, "The earth revolves around the sun." (Direct)

The teacher said that the earth revolves around the sun. (Indirect)

2. If a statement is still relevant, we can choose whether to keep the original tense or change it.

Sheila said, "French **is** easy to learn." (Direct)

Sheila said that French **is / was** easy to learn. (Indirect)

Rules for Change of Pronoun



When it is not described with whom we are talking :-

The pronouns of the direct speech are generally changed from first person and second person to the third person in the indirect speech

Rahul says, 'I am going to Thailand'. (Direct)

Rahul says that he is going to Thailand. (Indirect)

Priya says, 'I will leave soon'. (Direct)

Priya says she will leave soon. (Indirect)

Rules for Change of Pronoun



When it is described with whom we are talking, then the pronoun change is decided case by case basis

Change relative time & place as per table given



| Direct speech | Indirect speech |
|---------------|---------------------|
| Here | There |
| Today | That day |
| Yesterday | The day before |
| Tomorrow | The next day |
| Next week | The following week |
| Next month | The following month |
| Now | Then |
| Ago | Before |
| Thus | So |
| Last night | The night before |
| This | That |
| These | Those |
| Come | Go |

Changes in Modals



| Direct Speech | Indirect Speech | Ex - Direct | Ex-Indirect |
|---------------|-----------------|--|--|
| Can | Could | He said, "I can drive a car". | He said he could drive a car. |
| May | Might | He said, "I may buy a computer" | He said that he might buy a computer |
| Must | Had to | He said, "I must work hard". | He said that he had to work hard. |
| Would | Would | They said, "We would apply for a visa" | They said that they would apply for a visa |
| Could | Could | He said, "I could run faster" | He said that he could run faster |
| Should | Should | He said, "I should avail the opportunity" | He said that he should avail the opportunity |
| Ought to | Ought to | He said to me, "You ought to wait for him" | He said to me that I ought to wait for him |
| Might | Might | He said, "I might avail the opportunity" | He said that I might avail the opportunity. |

How to change Direct Speech into Indirect Speech



Normal Sentences

Imperative
Sentences

ADVISE
REQUEST
ORDER
SUGGESTION

interrogative
Sentences

QUESTIONS

Exclamatory
sentences

An exclamatory sentence is one that expresses sudden or strong emotions and feelings

Order, Commands, advice, suggestions and requests

Examples:

1. The master said to the servant, "Finish the work at once". (Direct)
1. The master ordered the servant to finish the work at once. (Indirect)

2. The teacher said to the student, "Please study properly". (Direct)
2. The teacher requested the student to study properly. (Indirect)

3. Father said to his son, "Work hard for success in life". (Direct)
3. Father advised his son to work hard for success in life. (Indirect)

Changes for Interrogative sentences



IF Question starts
with

CHANGE IN
REPORTING VERB

am, is, are, was,
were, do, does etc

what, whom,
where, why, how,
which, etc

Question changed into
sentence

SAY – ASK
SAID – ASKED
WILL SAY – WILL ASK

Use if or whether

No Change – USE
what, whom,
where, why, how,
which, etc

? is replace with full stop

Changes for Exclamatory sentences



- a) Exclamatory sentences change into assertive sentences.
- b) Interjections are removed.
- c) Exclamation marks change into full stops.
- d) 'Wh' words like what and when change into adjectives.
- e) Changes also depend on the mood of the sentence. Refer to the table below.

| Mood in Direct Speech | Verb in Indirect speech |
|------------------------------|--|
| sorrow in reported speech | exclaimed with sorrow/grief/exclaimed sorrowfully or cried out |
| happiness in reported speech | exclaimed with joy/ delight/ exclaimed joyfully |
| surprise in reported speech | exclaimed with surprise/ wonder/ astonishment |

Changes for Exclamatory sentences



The reporter said, “Alas! Many lives have been lost due to tsunami”. (Direct)

The reporter exclaimed sadly that many lives had been lost due to tsunami. (Indirect)

The foreigner said, “What a man Obama is!”. (Direct)

The foreigner exclaimed in wonder that Obama was a great man. (Indirect)



Thank You!