RGIT FE-SAHYOG

PCE Question Bank

📢 Important Note Regarding PCE Question Bank

Dear First-Year Engineering Students,

We are pleased to provide you with a carefully prepared **PROFESSIONAL AND COMMUNICATION ETHICS** Question Bank based on the analysis of past year question papers (PYQs) adhering to the NEP 2020 syllabus.

Please read this **caution** carefully:

1. **Reference Material Only:** This Question Bank is solely for reference and practice purposes. It is designed to highlight the most frequently tested concepts and question structures from the past.
2. **No Guarantee:** There is absolutely no guarantee that the questions in the upcoming examination will be drawn *exclusively* from this set.
3. **Comprehensive Preparation is Key:** High scores are achieved by mastering the entire syllabus (Modules I through VI)
4. **Do check PYQs for questions that are not given here**

Our recommendation is to **use this Question Bank as a guide to:**

- **Identify High-Priority Topics**

Do not limit your study to these questions alone. Ensure you cover all the concepts listed in the Applied Physics syllabus for complete and thorough preparation.

Read the question bank till the **Last Page** for maximum benefit.

Best of luck with your studies!

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Top Frequently Asked Questions (Top 20)

1. **Complaint & Claim Letter:** Write a letter to a vendor regarding a damaged product (e.g., router, cellphone) requesting replacement or refund
2. **User Instructions:** Write a set of step-by-step instructions for a process (e.g., Making a UPI payment, Filling an offline exam form)
3. **Diagram of Letter Format:** Draw and explain the diagrammatic representation of the **Complete Block Style** or Full Block For
4. **Safety Notices:** Identify or match statements to Note, Caution, Warning, and Danger (e.g., "Password is case sensitive", "Highly inflammable").
5. **Request Letter / Email:** Write a formal request letter (e.g., asking permission for a workshop) or an email (e.g., requesting leave).
6. **Technical Description:** Describe a simple engineering tool or device (e.g., Mini Drafter, Scientific Calculator).
7. **Identify Communication Barriers:** Identify the specific barrier (Physical, Semantic, Psychological) in a given situation (e.g., "Faulty PA system", "Use of technical jargon").
8. **Organizational Communication Networks:** Identify the network type (Upward, Downward, Grapevine) from a scenario (e.g., "CAO issued a memo", "Students discussed plan")
9. **Grapevine Communication:** Explain the concept of Grapevine communication or the informal network.
10. **The Cs of Communication:** Enlist the Seven Cs and write a one-sentence explanation for each
11. **Postulates of Communication:** Explain in brief any five postulates of communication
12. **SMART Goals:** Apply the SMART goal-setting method to write academic goals or explain the components .
13. **Plagiarism:** Define Plagiarism and explain its types (Direct, Self, Mosaic, Paraphrasing)
14. **Team Building:** Describe the five stages of team building (Forming, Storming, Norming, Performing, Adjourning)
15. **One-Sentence Summary:** Summarize a given short paragraph (e.g., on Hackathons, World Book Day) into exactly one sentence
16. **Comprehension Passage:** Read a long passage (e.g., on Skills Gap or Plagiarism) and answer multiple sub-questions
17. **Vocabulary - Antonyms:** Write antonyms for common words (e.g., Abundant, Conceal, Borrow)
18. **Vocabulary - Idioms:** Write the meaning of idioms (e.g., "Strike a blow", "Game over")
19. **Punctuation & Grammar:** Punctuate sentences or do as directed (e.g., Identify redundant words, Rewrite as imperative)
20. **Reading Methods:** Define Intensive and Extensive reading methods .

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SOLUTIONS

1. Complaint cum Claim Letter

Question: Write a detailed complaint cum claim letter to a vendor regarding a damaged product (e.g., Electronics/Furniture) requesting a replacement or refund.

Answer:

From:
Atharva Surve
Purchase Manager, Creative Solutions Pvt. Ltd.
101, Tech Park, Andheri (West)
Mumbai - 400069
Email: contact@rgitfesahyog.com
Date: 14th December 2025

To:
The Sales Manager
Sampark Infotech
22, Linking Road, Bandra (West)
Mumbai - 400050
Reference: Order No. PO-2025/DEC/045 dated 2nd December 2025

Subject: Complaint regarding damaged and defective Wi-Fi Routers (Invoice No. INV-998)

Dear Sir/Madam,

1. Introduction & Purchase Details:
I am writing to formally report a serious issue with the shipment of D-Link Wi-Fi Routers (Model X-200) received by our office today, 14th December 2025. As per the referenced order, we purchased five units for our new office floor, paying a total amount of ₹15,000 via NEFT (Transaction ID: HDFC998877).
2. Problem Description:
Upon unpacking the consignment in the presence of your delivery agent, we observed the following defects:

- **Physical Damage:** Two out of the five router boxes were crushed. Inside, the routers had visible cracks on the outer casing.
- **Functional Defect:** When we tested the remaining three units, one failed to power on despite using multiple power outlets. The LED indicators remained off, suggesting a manufacturing defect.
- **Missing Accessories:** One of the boxes was missing the ethernet cable and the

warranty card.

3. Impact:
These routers were critical for setting up the network for our new interns joining tomorrow. This delay hinders our onboarding process and affects our operational efficiency.
4. Claim & Resolution:
In light of the above, I request you to:

- **Immediate Replacement:** Arrange for the immediate replacement of the three defective units (2 damaged + 1 dead) within 24 hours.
- **On-site Check:** Ensure that the new units are tested by your technician upon delivery.

If an immediate replacement is not possible, please process a full refund of the purchase amount for the defective units.

5. Closing:
Enclosed are photographs of the damaged packaging and the product, along with a copy of the original invoice. We have been loyal customers of Sampark Infotech for three years and trust you will resolve this matter urgently.
Yours faithfully,

(Signature)

Yug Chapherkar
Purchase Manager
Enclosures:

1. Copy of Invoice (INV-998)
2. Photographs of damaged goods

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2. User Instructions

Question: Write a detailed set of instructions for **Making a UPI Payment**.

Answer:
User Manual: How to Make a UPI Payment Safely
Introduction:
Unified Payments Interface (UPI) is a real-time payment system that allows you to instantly transfer money between bank accounts using a mobile device. Follow the procedure below to make a secure transaction.
Prerequisites:

- A smartphone with an active internet connection.
- A UPI-enabled app (e.g., BHIM, Google Pay, PhonePe) installed.

- A bank account linked to the UPI app with a set UPI PIN.

Safety Precautions (Warning):

- **WARNING:** Never share your UPI PIN or OTP with anyone, even if they claim to be bank officials.
- **CAUTION:** Ensure you have a stable internet connection to prevent transaction failures.

Step-by-Step Procedure:

1. Launch the Application:
   Unlock your phone and tap on the icon of your UPI app to open it. Authenticate using your fingerprint or screen lock pattern.
2. Initiate Payment:
   On the home screen, locate and tap on one of the following options:
   - *Scan any QR code* (for shops/merchants).
   - *Pay to Contact / Mobile Number* (for friends).
   - *Pay to UPI ID* (for specific manual entry).
3. **Enter Recipient Details:**
   - If scanning: Point your camera at the merchant's QR code.
   - If typing: Carefully enter the mobile number or UPI ID (e.g., name@bank).
4. Verify Identity:
   NOTE: Before proceeding, check the "Banking Name" displayed on the screen. Ensure it matches the person you intend to pay.
5. Enter Amount:
   Type the amount you wish to transfer (e.g., ₹500). You may add a remark in the "Add Note" section (e.g., "Lunch Bill").
6. Select Bank Account:
   If you have multiple accounts linked, select the specific bank account you wish to debit money from.
7. Authorize Transaction:
   Tap the 'Proceed to Pay' button. You will be redirected to the UPI PIN page.
8. Enter PIN:
   Enter your 4 or 6-digit secret UPI PIN. (The screen will go blank/secure during this step). Press the 'Tick' or 'Submit' button.
9. Confirmation:
   Wait for a few seconds. Do not press 'Back' or refresh. A green screen with "Payment Successful" will appear along with a Transaction ID.

Troubleshooting:

- **If Transaction Fails:** Check your internet connection. If money is deducted but not received, wait for 24-48 hours for an auto-refund.

3. Diagram of Letter Format (Complete Block Style)

Question: Provide diagrammatic representation & explanation of the Complete Block style.

Answer:
Explanation:
The Complete Block Style (or Full Block Style) is the most formal and widely used layout for business letters. Its defining characteristic is that every component aligns to the left margin.

- **Left Alignment:** The Date, Sender's Address, Receiver's Address, Salutation, Subject, Body, and Closing all start at the left edge.
- **Open Punctuation:** It typically uses "Open Punctuation," meaning no commas are used after the Salutation (Dear Sir) or Complimentary Close (Yours faithfully).
- **Spacing:** Paragraphs are not indented. Instead, a double line space is left between paragraphs to separate them visually.

Diagrammatic Representation:

```
------------------------------------------------------------
| [Sender's Company Name/Logo]                             |
| [Sender's Address Line 1]                                |
| [Sender's Address Line 2]                                |
|                                                          |
| [Date: DD Month, YYYY]                                   |
|                                                          |
| [Receiver's Name/Designation]                            |
| [Receiver's Company Name]                                |
| [Receiver's Address]                                     |
|                                                          |
| Subject: [Concise summary of the letter's purpose]       |
|                                                          |
| Reference: [Order No. / Letter No. - Optional]           |
|                                                          |
| Dear [Salutation],                                       |
|                                                          |
| [Paragraph 1: Introduction - State purpose clearly]      |
| [The text is single-spaced within the paragraph.]        |
|                                                          |
| [Paragraph 2: Main Body - Details, Facts, Explanations]  |
| [No indentation. Left aligned.]                          |
|                                                          |
| [Paragraph 3: Conclusion - Call to action/Closing]       |
|                                                          |
```

Yours faithfully,
[Signature Space]
[Sender's Printed Name]
[Sender's Designation]
Encl: [List of documents attached]

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4. Safety Notices (Note/Caution/Warning/Danger)

Question: Explain the concepts of Note, Caution, Warning, and Danger with examples.

Answer:
In technical writing and user manuals, safety notices are crucial to protect the user and the equipment. They are graded by the severity of the risk.

1. **Note:**
   - **Definition:** Useful information that helps the user complete a task more efficiently or clarifies a concept. No risk involved.
   - **Example:** *"Note: For best results, restart your computer after installation."*
2. **Caution:**
   - **Definition:** Indicates a hazard that may result in **minor or moderate injury** to the user, or **damage to the equipment/data**.
   - **Example:** *"Caution: Do not block the air vents. Overheating may damage the processor."*
3. **Warning:**
   - **Definition:** Indicates a hazardous situation which, if not avoided, could result in **serious injury or death**.
   - **Example:** *"Warning: This unit contains a laser beam. Direct eye exposure may cause blindness."*
4. **Danger:**
   - **Definition:** The highest level of alert. Indicates an immediate hazard that **will result in severe injury or death**. Used for extreme risks.
   - **Example:** *"DANGER: High Voltage (11,000V). Do not touch bare wires. Risk of electrocution."*

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5. Technical Description

Question: Detailed Description of a **Mini Drafter**.

Answer:
Introduction:
A Mini Drafter is a portable drafting instrument used by engineering students, architects, and designers. It is an essential tool for creating precise engineering drawings.
Function:
It combines the functions of three separate tools:

1. **T-Square:** For drawing horizontal lines.
2. **Set Square:** For drawing vertical and inclined lines.
3. **Protractor:** For measuring and laying out specific angles.

Construction (Main Parts):

1. **Clamping Knob:** A screw mechanism located at the top end. It fixes the drafter securely to the top-left edge of the drawing board.
2. **Bars/Arms:** It consists of two pairs of steel bars arranged in a **parallelogram mechanism**. This linkage ensures that the scale head remains parallel to its original position no matter where it is moved on the board.
3. **Pivot Plate:** The central joint connecting the arms.
4. **Protractor Head:** A circular dial marked with 0° to 360°. It has a locking knob to fix the scale at a specific angle (e.g., 30°, 45°).
5. **L-Shaped Scale:** Two transparent plastic rulers fixed at a 90° angle. One is usually 25-30 cm (vertical) and the other 25-30 cm (horizontal). Bevelled edges allow for accurate pencil marking.

Working Principle:
The mini drafter works on the principle of a parallelogram linkage. Because the opposite sides of a parallelogram remain parallel, the drafting head maintains its orientation as it moves across the paper, allowing for consistent parallel lines.

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6. Communication Barriers (Detailed)

Question: Explain the different types of Communication Barriers with examples.

Answer:

Communication barriers are obstacles that distort, delay, or prevent the message from reaching the receiver effectively.

1. Physical / Mechanical Barriers:

- **Definition:** Environmental factors or defects in the medium.
- **Examples:** Loud noise from a construction site, faulty microphone, poor internet connection, distance between speakers, illegible handwriting.

- **Remedy:** Use soundproof rooms, repair equipment, or move closer.

2. Semantic / Linguistic Barriers:

- **Definition:** Problems arising from language, words, or symbols.
- **Examples:**
  - **Jargon:** A doctor using medical terms with a patient.
  - **Ambiguity:** Words with multiple meanings (e.g., "The crane is here" – bird or machine?).
  - **Language difference:** Sender speaks French, Receiver speaks English.
- **Remedy:** Use simple language, clarify terms, and use translators if needed.

3. Psychological Barriers:

- **Definition:** Mental or emotional states of the sender or receiver.
- **Examples:**
  - **Premature Evaluation:** Judging the message before listening completely.
  - **Lack of Interest:** The receiver finds the topic boring.
  - **Emotions:** Anger, fear (stage fright), or extreme joy can distort perception.
- **Remedy:** Practice active listening and emotional intelligence.

4. Socio-Cultural Barriers:

- **Definition:** Differences in culture, customs, and social norms.
- **Examples:**
  - **Time:** Being "on time" is strict in Germany but flexible in some other cultures.
  - **Body Language:** A "Thumbs up" is positive in the US but offensive in parts of the Middle East.

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7. Organizational Communication Networks

Question: Explain the formal and informal communication networks in an organization.

Answer:
A. Formal Communication Networks:
These follow the official chain of command and hierarchy.

1. **Downward Communication:**
   - *Flow:* Top Management → Subordinates.
   - *Purpose:* Instructions, policies, feedback.
   - *Example:* CEO sending a memo to managers.
2. **Upward Communication:**
   - *Flow:* Subordinates → Top Management.
   - *Purpose:* Complaints, suggestions, reports.
   - *Example:* An employee submitting a leave application.

3. **Horizontal/Lateral Communication:**
    - *Flow:* Between employees of the same rank/department.
    - *Purpose:* Coordination, problem-solving.
    - *Example:* Production Manager talking to Sales Manager.

B. Informal Communication Network (Grapevine):

- *Definition:* Communication that arises from social interactions, bypassing official channels.
- *Structure:* It has no fixed direction. It can be a "Single Strand" (A tells B, B tells C) or a "Cluster" (A tells a few trusted friends).
- *Pros:* Fast transmission, emotional support for employees.
- *Cons:* Spreads rumors, gossip, and distorted facts.

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8. The 7 Cs of Communication

Question: Elaborate on the 7 Cs of effective communication.

Answer:
The 7 Cs are principles to ensure communication is effective and professional.

1. **Clarity:**
    - Use simple, direct words. Avoid jargon.
    - *Example:* Instead of "commence," use "start."
2. **Conciseness:**
    - Keep it brief. Eliminate redundant words.
    - *Example:* Instead of "It is my opinion that," say "I think."
3. **Concreteness:**
    - Use specific facts and figures, not vague generalizations.
    - *Example:* Instead of "Sales increased," say "Sales increased by 15%."
4. **Correctness:**
    - Ensure proper grammar, spelling, and accurate facts.
    - *Impact:* Errors damage credibility.
5. **Consideration (You-Attitude):**
    - Step into the receiver's shoes. Focus on their benefits.
    - *Example:* Instead of "I am selling insurance," say "You can protect your family."
6. **Courtesy:**
    - Be polite, respectful, and sincere. Use "Please" and "Thank you."
    - *Example:* Avoid accusatory tone like "You failed to..."
7. **Completeness:**
    - Provide all necessary information (Who, What, Where, When, Why).
    - *Example:* An event invite must have the Date, Time, and Venue.

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9. Postulates of Communication

Question: Explain the fundamental postulates (principles) of communication.

Answer:

1. **Communication is a Process:** It is not a single event but a continuous loop involving Sender → Encoding → Message → Channel → Receiver → Decoding → Feedback.
2. **Communication is Irreversible:** "You cannot un-ring a bell." Once a word is spoken or an email sent, it cannot be erased from the receiver's mind, even if an apology is offered.
3. **Communication is Contextual:** Meaning changes based on the setting. A joke told at a party (Social context) may be inappropriate at a funeral (Psychological context).
4. **Communication is Inevitable:** Behavior has no opposite. You cannot *not* behave. Even silence or ignoring someone sends a message (e.g., of anger or indifference).
5. **Communication involves Encoding and Decoding:** The sender translates thoughts into symbols (words/gestures), and the receiver interprets them. Misunderstandings occur if the "Codebook" (language/culture) differs.

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10. SMART Goals

Question: Explain the SMART goal-setting framework with a detailed example.

Answer:
Introduction:
SMART is a mnemonic acronym used to guide the setting of objectives. It ensures goals are clear and reachable.
Components:

1. **S - Specific:**
   - The goal must be well-defined and clear to anyone with basic knowledge of the project.
   - *Bad:* "I want to get fit."
   - *Good:* "I want to run 5 kilometers."
2. **M - Measurable:**
   - There must be criteria to measure progress.
   - *Question:* How much? How many?
3. **A - Achievable (Attainable):**
   - The goal should be realistic given current resources and constraints.
4. **R - Relevant:**
   - The goal must matter to you and align with other relevant goals.
5. **T - Time-bound:**

- The goal needs a deadline to create urgency.

Detailed Example (Academic):

- **Goal:** "To master AutoCAD software."
- **S:** I want to learn 2D drafting and 3D modeling in AutoCAD.
- **M:** I will complete 10 tutorial modules and create 5 practice drawings.
- **A:** I have the software installed and can dedicate 1 hour daily.
- **R:** This skill is required for my Engineering Drawing subject.
- **T:** I will complete this by the end of Semester 1 (December 31st).

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11. Plagiarism

Question: Define Plagiarism and explain the different types.

Answer:
Definition:
Derived from the Latin word 'Plagiarius' (kidnapper), Plagiarism is the act of using someone else's work, ideas, or words and presenting them as one's own without proper acknowledgment. It is a serious ethical violation in academia and industry.
Types of Plagiarism:

1. **Direct Plagiarism (Verbatim):**
   - Copying text word-for-word from a source without using quotation marks or citation. This is the most severe form.
2. **Mosaic (Patchwork) Plagiarism:**
   - Copying phrases from different sources and stitching them together to create a new paragraph, often keeping the original structure but changing a few synonyms.
3. **Self-Plagiarism:**
   - Reusing one's own previous work (e.g., submitting a paper used in Sem 1 for a Sem 2 assignment) without permission or citation.
4. **Paraphrasing Plagiarism:**
   - Rewriting someone else's idea in your own words but failing to cite the original author. Even if the words change, the *idea* belongs to them.
5. **Accidental Plagiarism:**
   - Unintentional failure to cite due to lack of knowledge or sloppy note-taking.

How to Avoid: Always use citations (IEEE/APA style), use quotation marks for direct quotes, and use plagiarism detection tools.

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12. Team Building Stages (Tuckman's Model)

Question: Describe the five stages of team development.

Answer:
Bruce Tuckman proposed that every high-performing team goes through five stages:

1. **Forming (The Polite Stage):**
   - Team members meet for the first time.
   - Atmosphere is formal and polite.
   - Focus: Understanding the goal and roles.
   - *Leader's Role:* Directing.
2. **Storming (The Conflict Stage):**
   - Members start pushing boundaries. Differences in personality and working styles cause conflict.
   - Arguments may occur over who is in charge.
   - *Leader's Role:* Coaching and conflict resolution.
3. **Norming (The Cooperation Stage):**
   - The team resolves differences. Rules (norms) are established.
   - Members accept each other's strengths.
   - *Leader's Role:* Facilitating.
4. **Performing (The Productivity Stage):**
   - The team works as a well-oiled machine.
   - High synergy and trust; focus is entirely on the task.
   - *Leader's Role:* Delegating.
5. **Adjourning (The Mourning Stage):**
   - The project is completed, and the team disbands.
   - Members reflect on achievements and move to new tasks.

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13. Reading Methods (Intensive vs Extensive)

Question: Distinguish between Intensive and Extensive Reading.

Answer:

Feature	Intensive Reading	Extensive Reading
Definition	Reading a short text specifically and closely for details.	Reading large amounts of text for general understanding.

Purpose	To extract specific info, study grammar, or analyze logic.	To build reading speed, fluency, and enjoyment.
Material	Textbooks, contracts, research papers, legal notices.	Novels, magazines, comics, newspapers.
Focus	Accuracy and details (Subject-Verb agreement, vocabulary).	Overall meaning and flow ("The Gist").
Effort	High mental effort; 100% comprehension required.	Low mental effort; skipping unknown words is okay.
Example	Studying a Physics chapter for an exam.	Reading "Harry Potter" for fun.

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14. One-Sentence Summary (Technique)

Question: How to write a one-sentence summary? Give an example.

Answer:
Technique:
A one-sentence summary must condense a paragraph into a single grammatical sentence that captures the Central Idea.

- **Formula:** [Topic/Who] + [Action Verb] + [Main Idea/What] + [Purpose/Why].
- **Rules:** Do not split into two sentences. Do not include minor details or examples.

Example:

- *Original Text:* "Hackathons are events where coders meet to solve problems. They are usually 24 hours long. Companies use them to find new talent and innovative ideas."
- *Summary:* Hackathons are time-bound collaborative events used by companies to foster innovation and identify technical talent by challenging participants to solve specific problems.

Q15. Formal Request Letter / Email

Question: Write a detailed **Request Letter** to your Principal asking for permission to organize a 'Technical Writing Workshop' OR write an **Email** to your class teacher requesting leave.

Answer A: Request Letter (Full Block Style)

To,
The Principal,
Rajiv Gandhi Institute of Technology,
Juhu Versova, Andheri Mumbai - 400504.
Date: 14th December 2025

Subject: Request for permission to organize a 'Technical Writing Workshop'

Respected Sir/Madam,

I am writing to you in my capacity as the General Secretary of the Student Council to request your formal permission to conduct a one-day workshop titled "Mastering Technical Writing" for the First-Year Engineering students.
As per the new NEP 2020 syllabus, "Professional Communication and Ethics" is a critical subject. However, many students are facing difficulties in practical areas such as report drafting, proposal writing, and formal email etiquette. This workshop aims to bridge the gap between theoretical knowledge and practical application.
Event Details:

- **Date:** Saturday, 25th January 2026
- **Time:** 10:00 AM to 4:00 PM
- **Venue:** College Seminar Hall (Ground Floor)
- **Resource Person:** Mr. Ankush Ingole (Senior Technical Writer, TCS):

We request you to kindly allocate the Seminar Hall for the mentioned date. Additionally, we would require the use of the projector and sound system. The Student Council has already secured a sponsor to cover the guest speaker's honorarium, so there will be no financial burden on the college.
We are confident that this session will be highly beneficial for the students' academic and professional growth. We eagerly await your positive response.
Yours faithfully,

(Signature)

Nikhil Pawar
General Secretary, Student Council

Answer B: Formal Email (Leave Request)

From: yug.chapherkar@mctrgit.ac.in
To: class.teacher@mctrgit.ac.in
CC: hod.comps@mctrgit.ac.in
Subject: Leave Application for Two Days - Yug Chapherkar (Roll No. 45)
Respected Sir/Madam,

Salutation & Purpose:
I am writing to formally request leave of absence for two days, from 18th December 2025 to 19th December 2025.
Reason for Leave:
I have to attend my sister's wedding ceremony, which is taking place in our hometown, Pune. As an immediate family member, my presence is required for the rituals and arrangements during these dates.
Academic Assurance:
I understand that crucial lectures for the "Computer Networks" module are scheduled during this time. I assure you that I have already collected the notes from my classmate, Mr. Atharva, and will complete the pending assignments over the weekend before rejoining classes on Monday, 22nd December 2025.
Closing:
I kindly request you to grant me leave for these two days. I have attached the wedding invitation card for your reference.
Regards,

Yug Chapherkar
First Year Engineering, Div A
Roll No: 45

Q16. Comprehension Passage Strategy (with Solved Example)

Question: Read the following passage on **Plagiarism** (from Dec 2024 Paper) and answer the questions.

Passage Summary: *Plagiarism is intellectual theft... taken from Latin 'Plagiarius'... types include Direct, Self, Mosaic, Accidental... IT tools help but also worsen the issue... Regulatory bodies are framing policies... Ethics are essential.*

Detailed Answers:

1. Define Plagiarism. What is Direct Plagiarism?

- **Plagiarism:** It is defined as "intellectual theft" where a person presents someone else's thoughts, ideas, or work as their own without proper acknowledgment.

- **Direct Plagiarism:** This is the act of copying another person's work **word-for-word** without using quotation marks or citing the original source.

2. Explain Self-Plagiarism and Mosaic Plagiarism.

- **Self-Plagiarism:** This occurs when an author reuses their own previously published work (e.g., submitting an old assignment for a new class) without acknowledging that it is not new work.

- **Mosaic Plagiarism:** Also known as "patchwork," this involves stitching together phrases, ideas, or passages from various different sources and presenting the combined result as original work.

3. How can we curb the menace of Plagiarism?

3. **Strict Regulations:** Academic and research regulatory bodies must frame and enforce strict policies and penal actions against offenders.
4. **Personal Ethics:** Individuals must adhere to a professional code of conduct and respect Intellectual Property Rights.

5. **Awareness:** Promoting the value of honesty and integrity in research.

4. What is the meaning of 'Plagiarius'?

- The concept is derived from the Latin word **'Plagiarius'**, which literally means **'abductor' or 'kidnapper'**[9].

Q17. Vocabulary - Antonyms (Detailed List)

Question: Write antonyms for the following words (Common in QP):

Answer:
(Format: Word – Antonym)

- **Abundant – Scarce** / Sparse / Insufficient
  - *Context:* "Abundant resources" vs "Scarce resources".

- **Arrive – Depart** / Leave
  - *Context:* "Train arrived" vs "Train departed".
- **Borrow – Lend**
  - *Context:* "Can I borrow a pen?" vs "Can you lend me a pen?".
- **Conceal – Reveal** / Expose / Disclose
  - *Context:* "Conceal the truth" vs "Reveal the truth".
- **Enter – Exit** / Leave
  - *Context:* "Enter the room" vs "Exit the building".
- **Voluntary – Compulsory** / Mandatory
- **Optimistic – Pessimistic**
- **Rigid – Flexible**
- **Ambiguous – Clear** / Explicit

Q18. Vocabulary - Idioms (Detailed List)

Question: Give the meaning of the following idioms and use them in a sentence.

Answer:

1. Strike a blow

5. **Meaning:** To do something that severely harms, opposes, or damages an enemy or a cause.
6. **Sentence:** The new anti-corruption law **struck a heavy blow** against the black money market.

2. Game over

2. **Meaning:** The situation is finished, usually with a negative outcome; failure is final.
3. **Sentence:** Once the company lost its biggest investor, it was **game over** for the startup.

3. Under the weather

2. **Meaning:** Feeling sick, ill, or not well.
3. **Sentence:** I will not be able to attend the meeting today as I am feeling a bit **under the weather**.

4. Ahead of one's time

2. **Meaning:** Having ideas or attitudes that are too advanced for the era one lives in.
3. **Sentence:** Nikola Tesla was a visionary inventor who was truly **ahead of his time**.

5. Burn the midnight oil

2. **Meaning:** To work or study late into the night.
3. **Sentence:** The engineering students had to **burn the midnight oil** to complete their project before the deadline.

Q19. Grammar & Punctuation (Do as Directed)

Question: Solve the following grammar exercises.

1. Punctuation

4. *Incorrect:* "You may seat wherevr you laik"
5. *Correct:* **"You may sit wherever you like."** (Corrected spelling 'seat' -> 'sit', 'wherevr' -> 'wherever', 'laik' -> 'like', added period).
6. *Incorrect:* "i believe on him"
7. *Correct:* **"I believe in him."** (Capitalized 'I', changed preposition 'on' -> 'in').
8. *Incorrect:* "sahu did not understood what you say"
9. *Correct:* **"Sahu did not understand what you said."** (Capitalized 'Sahu', changed 'understood' -> 'understand' because 'did' is already past tense).

2. Redundancies (Identify the redundant word)

6. *Phrase:* "Actual fact"
7. *Answer:* **Actual** is redundant. (A fact is always actual).
8. *Phrase:* "End result"
9. *Answer:* **End** is redundant. (A result always comes at the end).
10. *Phrase:* "Return back"
11. *Answer:* **Back** is redundant. (Return means to go back).

3. Cliché (Give an example)

- *Definition:* An overused phrase that lacks original thought.
- *Examples:* "At the end of the day," "Think outside the box," "Piece of cake."

4. Imperative Sentence (Rewrite)

- *Original:* "The correct option should be clicked." (Passive)
- *Imperative:* **"Click the correct option."** (Command form).

5. Complimentary Close (Open Punctuation)

- *Question:* Rewrite "Yours Faithfully," in open punctuation style.
- *Answer:* **Yours faithfully** (No comma at the end, 'f' is small case).

Q20 . Grapevine Communication

Question: Explain the Grapevine Communication Network.

Model Answer:

- **Definition:** Grapevine is the **informal** communication network within an organization that does not follow the official hierarchy.
- **Key Features:**
  - **Fast:** Rumors and news travel very quickly.
  - **Unstructured:** It has no fixed path (can jump across departments).
  - **Social Need:** It satisfies the employees' need for social interaction.
- **Drawback:** It often spreads distorted information or gossip.
- **Example:** Employees discussing a manager's behavior during a coffee break