

## Subject Name & Code:

### ENGLISH FOR TECHNICAL COMMUNICATION- BE02R00021

**(Disclaimer:** The purpose of these AI-generated responses is just education and reference. Utilise them to grasp topics and structure, but always rewrite in your own words and double-check the content before submitting. Academic misuse is not the creator's fault.)

#### Assignment 3: Basic Writing Skill (CO3)

##### 1. Write a paragraph on: Stress – the most prevalent disease in the Modern Era

Stress has become the most prevalent disease of the modern era, silently affecting individuals across all age groups and professions. In today's fast-paced world, constant pressure from work deadlines, academic expectations, financial responsibilities, and social comparisons creates a state of chronic mental and physical strain. Unlike acute stress, which can be motivational, prolonged exposure triggers a cascade of health issues: anxiety, depression, cardiovascular problems, weakened immunity, and sleep disorders. The digital age exacerbates this by blurring the boundaries between personal and professional life, with constant notifications and the expectation of perpetual availability. In engineering and technical fields, where precision and timelines are critical, stress levels are often high, leading to burnout and reduced productivity. Recognizing stress as a serious public health concern is essential; proactive measures such as mindfulness, time management, physical activity, and institutional support systems are not just beneficial but necessary for sustainable well-being in the 21st century.

##### 2. Describe the following picture in 250 words.



##### Image Description:

The picture shows a lively and colorful scene inside a cheerful café or school canteen during breakfast time. Several children are sitting at small round tables covered with bright, checkered tablecloths in green, blue, and yellow. The atmosphere is energetic and playful, full of conversation and movement.

In the center, a group of children is sharing a large ice cream sundae topped with syrup and a cherry. They look excited and happy, with wide smiles and animated gestures. One child is holding a spoon high in the air, as if celebrating, while another leans forward eagerly to take a bite. Glasses of milk, juice, and water are placed on the tables, some half-full, suggesting that everyone is already enjoying their meal.

Around the room, other children are eating different breakfast foods such as pancakes, eggs, sausages, and toast. A boy in the foreground looks surprised or shocked, possibly reacting to something funny happening nearby. Another child waves happily, adding to the friendly and social mood of the scene. The chairs and tables are child-sized, reinforcing that this is a place meant especially for kids.

The background includes decorative details that make the setting feel warm and inviting. A menu poster labeled "Breakfast" hangs on the wall, showing pictures of food items. There is also a framed picture of fish, a shelf with jars and cups, and hanging lamps that brighten the room. Through the window, soft purple tones and silhouettes can be seen, giving depth to the scene.

Overall, the picture captures a joyful moment of children enjoying breakfast together. It highlights friendship, fun, and the simple happiness of sharing food in a lively, welcoming environment.

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### 3. Complete the given story.

There were two friends Jay and Nilay. Both are best friends but have opposite tastes. Jay was interested in Science and the other was more inclined towards Arts and music. After completion of 10th, both decided to follow their passions to pursue their careers.

Jay enrolled in a prestigious engineering college, diving deep into mathematics, circuits, and programming. His days were filled with labs, projects, and late-night study sessions. Nilay, on the other hand, joined a fine arts academy, immersing himself in canvas, chords, and composition. For a while, their paths seemed to diverge completely—Jay spoke the language of algorithms, while Nilay lived in melodies and metaphors.

Yet, during a college tech-fest, Jay’s team was struggling to design an interactive installation for their project. They had the hardware and code, but the user interface was unintuitive and aesthetically unappealing. Remembering Nilay’s creative flair, Jay reached out to him. Nilay visited the lab, and together they brainstormed. Nilay proposed a visually engaging layout, suggested sound feedback for interactions, and even composed a subtle background score that aligned with the theme of renewable energy.

The fusion of technology and art resulted in a stunning exhibit that won the “Most Innovative Project” award. Judges praised its seamless blend of functionality and creativity. Jay and Nilay realized that their seemingly opposite worlds could create something extraordinary when combined. After graduation, they founded a startup named “Synergy Labs,” specializing in educational tech products that marry robust engineering with elegant design. Their friendship, strengthened by mutual respect for each other’s expertise, became the cornerstone of a venture that proves how science and art, logic and creativity, are not opposites but complementary forces.

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### 4. Write a letter to the Principal of your college to request him / her to allow you to participate in the Tech-fest to be organized in the other college.

[Your Name]  
[Your Roll Number]  
[Your Branch and Semester]  
[College Address]  
[Date]

The Principal  
[Your College Name]  
[College Address]

#### **Subject: Request for Permission to Participate in an Inter-College Tech-Fest**

Respected Sir/Madam,

I am writing to seek your kind permission to participate in the National Tech-Fest “InnovateX 2024,” organized by [Host College Name], from [Dates]. As a student of [Your Branch] in [Your Semester], I believe this event offers an invaluable opportunity to engage with the latest technological advancements, attend workshops by industry experts, and compete in national-level technical events.

My participation would not only enhance my practical knowledge and problem-solving skills but also bring recognition to our college. I have been selected as part of a team to compete in the “Smart Circuit Design” challenge, which aligns closely with our curriculum and my academic interests.

I assure you that I will abide by all disciplinary norms and represent our institution with dignity. I will also ensure that my academic responsibilities are not compromised and will coordinate with my faculty to manage any missed coursework.

Kindly grant me the necessary permission and provide an official leave letter, if required. I am happy to share the event schedule and invitation for your reference.

Thank you for considering my request.

Yours sincerely,  
[Your Signature]  
[Your Name]

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**5. You are an employee of AKA Tech. Pvt. Ltd, Navarangpura, Ahmedabad. You could not achieve the sales target given to you for selling 1000 TVs annually. Write an apology letter for the same stating the reasons and actions you have taken.**

[Your Name]  
Sales Executive  
Employee ID: [Your ID]  
AKA Tech. Pvt. Ltd.  
Navarangpura, Ahmedabad  
[Date]

The Sales Manager  
AKA Tech. Pvt. Ltd.  
Navarangpura, Ahmedabad

**Subject: Apology for Not Achieving the Annual Sales Target**

Dear Sir/Madam,

I am writing to sincerely apologize for not meeting the annual sales target of 1000 TV units assigned to me for the financial year 2023–24. I deeply regret this shortfall and take full responsibility for the same.

The primary reasons for this underperformance were:

1. Intense competition from new market entrants offering steep discounts.
2. Supply chain delays in the delivery of our premium models during the festive season, affecting availability.
3. A shift in consumer preference toward online platforms, where our presence was relatively weaker.

However, I have already taken the following corrective actions:

- Enhanced engagement with existing retailers and onboarded three new online partners.
- Conducted customer feedback sessions to better align our offerings with market demand.
- Completed a digital marketing certification to improve our online sales strategy.

I assure you of my renewed commitment and have set a revised, achievable plan for the coming quarter. I am confident that with the support of the management and the implemented strategies, I will exceed expectations in the next cycle.

Thank you for your understanding and guidance.

Sincerely,  
[Your Signature]  
[Your Name]