



Notes

## Practical-2

Prepare a brief introduction of yourself to the HR of the company.

### Objective

After completion of this practical you will be able to introduce yourself to the world.

### Procedure / Activity

- You write the types of Greeting learnt.
- Make small sentences. First begin with saying I am (your name).
- Now start writing about you. i.e., your designation, from which place you belong to, your qualification etc.

### Do's and Don'ts

- Don't make any grammatical mistakes.
- Make small sentences.

### Learner's Observations

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Instructor's signature