

a refresher manual

COMMUNICATION ENGLISH

BACHELOR OF ENGINEERING

T.U./P.U./P

Er. Pramod Raj Pandit
Er. Pramod Gautam
Er. Ramesh Dhamal
Er. Roshan Ghimire

a refresher manual

COMMUNICATION ENGLISH

Bachelor of Engineering T.U./P.U./Po.U.

Er. Pramod Raj Pandit

Er. Pramod Gautam

Er. Ramesh Dhamal

Er. Roshan Ghimire

Publisher & Distributor

G.L. Book House Pvt. Ltd.

Infront of Thapathali Engineering Campus, Maitighar, Kathmandu

Communication English

Bachelor of Engineering

Authors

Er. Pramod Raj Pandit
Er. Pramod Gautam
Er. Ramesh Dhamal
Er. Roshan Ghimire

Publisher

G.L. Book House Pvt. Ltd.

Maitighar, Kathmandu

Distributor

Laxmi Pustak Bhandar

Maitighar, Kathmandu

Printed in Nepal

Copyright © Authors

NEw Edition : 2017

Price : Rs. 135.00

Layout & Graphics : Sanjr Prajapati

PREFACE

It is a great pleasure of ours to assist in the study of "Communication English" enlisted in curriculum of T.U, P.U & Po.U for Bachelor Level. We do not have words to explain the happiness & encouragement we got to write this book "Manual on Engineering English."

We had realized the problem to search the contents of curriculum form huge & tedious books. To overcome this suffering & annoying problem we have tried to make an effort to enable the students not to engage in collecting the unnecessary materials rather than developing concepts through this book.

This book contains all the basic and elaborative concepts which strictly follow the syllabus of T.U, P.U & Po.U. No. any issues were left for the occurrence of error in this book.

The willingness & neat work of the publisher deserves special thanks. We also like to thank 070 BCE E/F family for support and encouragement while this book. Any comments and suggestion regarding the important of this book is welcomed.

Ramesh Dhimal

Pramod Raj Pandit

Pramod Gautam

Ramesh Dhamal

Roshan Ghimire

- 2017

Table of content

Chapter 1 :	Editing	1 - 3
Chapter 2 :	Interpretation	4 - 7
Chapter 3 :	Summary and Note Making	8 - 19
Chapter 4 :	Reading	20 - 33
Chapter 5 :	Grammar	34 - 37
Chapter 6 :	MLA and APA styles of Citation	38 - 40
Chapter 7 :	Notice, Agenda and Minute	41 - 47
Chapter 8 :	Report Writing	48 - 71
Chapter 9 :	Writing Proposal	72 - 88
Chapter 10 :	Research Article	89 - 98

CHAPTER

1

Editing

Editing

In editing, the given passage must be corrected. These corrections to be done can be grammatical or spelling or tense or even words. These mistakes should be corrected and must be re-written using these corrections. These editing exercises allow students to learn to proof read and edit. This skill inevitably carries over into their own work, allowing them to be better writers.

1. Edit the following which contains a good many errors. [2069 Bhadra]

Alexander was born in 365 BC in Pella Macedonia established by his father, Phillip II, as the centre of the Hellenism. Hurtured on the thoughts of his tutor, Aristotle, he rose to fame like brilliant military leader. He influenced the course of history, rightfully earning his title as Alexander the great. In 335 BC he became Military chief of all the Greeks. By the time of his death in 323 BC he created an enormous empire, stretching from Adriatic sea to the Indies, and from Caucasian Mountains of Egypt. He spread the Greek spirit father and wide among nation who idolised this great man.

Ans: Alexander was born in 356 BC in Pella Macedonia established by his father, Philip II, as the centre. Nurtured on the thoughts of his tutor, Aristotle, he rose to fame like brilliant military leader. He influenced the course of history rightfully earning his title as Alexander the Great. In 335 BC he became Military chief of all the Greek. By the time of his death in 323 BC, he created on enormous empire, stretching from Adriatic sea to the India's, and form Caucasian Mountains to Egypt. He spread the Greek spirit far and wide among nation who idolized this great man.

2. Edit text given below: [2070 Bhadra]

Hamlet had just enough life in him to hear Goratio's promise: then whispering the words the rest in silence he sank down dead such was the end of the brave and noble prince of Denmark. He was mourned as one who would have made a splendid king, and he was carried to his burial with soldiers music and people's mourning.

Ans: Hamlet had just enough life left in him to hear Goratio's promise: then, whispering the words the rest is silence: He sank down dead. Such was the end of the brave and noble prince of Denmark. He was mourned as one who would have made a splendid king, and he was carried to his burial with soldiers music, and a people's mourning.

3. Edit the following passage which contains a good many errors:

[2070 Magh]

Robotization are by and large a viable propositions. The machines can worked round the clock, raise output, protected quality and industrial competitive.

One robot can replace between two and five production worker, while provide cheaper labour. In US car industry, a man-hour cost around \$ 23 but a robot-hour costs \$ 6.

Ans: Robotization are, by and large, a viable propositions. The machines can work round the clock, raise output, protect quality and industrial competitiveness. One robot can replace between two and five production workers, while providing cheaper labor. In the US car industry, a man-hour costs around \$23 but a robot-hour costs \$ 6.

4. Edit the following text:

[2071 Bhadra]

My father learnt this lesson after leaving me a dozen voice mail messages none of which I listened to. Exasperated he called my sister to complain that I never returned his phone calls why are you leaving him voice mails my sister asked just text him.

Ans: My father learnt this lesson after leaving me a dozen voice mail messages none of which I listened to. Exasperated, he called my sister to complain that I never returned his phone calls. "Why are you leaving him voice mails?" my sister asked. "Just text him."

5. Edit the following paragraph:

[2071 Magh]

Then to my amazement, she gave me her phone number. That night, Mary revealed that dropping my letter jacket in front of her was stupid thing to do. She didn't care about what sports guys lettered in, she only cherished wonderful people with substance. After I begin myself, they quickly fell for one another so became. "high school loves."

Ans: Then, to my amazement, she gave me her phone number. That night Mary revealed that dropping my letter jacket in front of her was a stupid thing to do. She didn't care about what sports guys lettered in, she only cherished wonderful people with substance. After I began being myself they, quickly fell for one another and became "high school loves."

6. Edit the following text:

[2072 Ashwin]

How perfectly sweet said Christine when Sarah confessed that Adit's decision had been made in the war with Pakistan. Now if my Simon was to find himself in such a spot hed funk he would my Simon. When there was such a flap in Cuba and Russia and darling Kennedy was ever so brave Simon wanted to flee to Greenland.

Ans: "How perfectly sweet!" said Christine when Sarah confessed that Adit's decision had been made in the war with Pakistan "Now if my Simon were to find himself in such a spot, he'd funk he would, my Simon". when there was such a flap in Cuba and Russia and Darling Kennedy was ever so brave, Simon wanted to flee to Greenland.

7. Edit the following text:

[2072 Ashwin]

A husband and wife were having problems and decided to end their union after a very short time together. After a brief attempt to reconcile, the couple went to court to finalize their break up.

The judge asked the husband, what and brought you to this point, where you're unable to keep this marriage together.

The husband replied, "In the six weeks we have been together, we have not been able to agree on a single thing"

Seven weeks the wife said"

Ans: A husband and wife were having problems and decided to end their union after a very short time together. After a brief attempt to reconcile, the couple went to court to finalize their break up.

The judge asked the husband, "What had brought you to this point where you're unable to keep this marriage together?"

The husband replied, "In the six weeks we have been together, we have not been able to agree on a single thing."

"Seven weeks", the wife said.

8. Edit the following text:

[2072 Magh]

A board game is game played with counters or pieces that are placed on removed from or moved across a board simple board games often make ideal family entertainment since they are often appropriate for all ages. Some board games such like chess and Chinese checkers have strategic value and have been classic for centuries.

Ans: A board game is a game played with counters or pieces that are placed on, removed from, or moved across a board. Simple board games often make ideal family entertainment since they are often appropriate for all ages. Some board games, such as chess and Chinese checkers, have strategic value and have been classics for centuries.



**CHAPTER
2**

Interpretation

Interpret- to explain; to give or provide the meaning; to clarify

There is a difference between Interpretation & Description

Description: A detailed account of the certain or salient aspects, characterizes or features of subject matter or something seen other matters.

For Example: In simple meaning, what a text does-Description

What a text means-Interoperation

- Your doctor tells you to eat less chocolate

Description of above statement would be:

The doctor advised me to change my diet & Interpretation of above statement would be:

The doctor warned me to reduce my calories for sake of my health.

So the interpretation gives us the meaning within the statement, story or text

Steps to interpret a text

- i) Scan the text through speed reading (Not through)
- ii) Find the meaning of the text.
- iii) Take important points into consideration
- iv) Make those points as a base to find significance and unstated meaning of the text with help of your experience & knowledge related to the text.

Note: Don't copy the whole statement present within the text. Instead, copy some words & interpret in to give originality to interpretation.

1. Read the following text carefully and interpret is so as to make the meaning clear: [2070 Bhadra]

What is a democratic government to do in a country where people are steeped in ignorance and superstition, where there is opposition or resistance to vent mild reforms form vested interests in society?

Ans: Democratic government is a form of government in which supreme power is vested on the people & exercised directly by them or by their elected agents. But in a country where majority of people are literate,

superstitious & steeped in ignorance, democracy will not be successful. In democracy, individual's have significant role to play. If they remain ignorant they cannot improve their position in society. So the development of nation depends upon development of individual. Education can play great role in eliminating ignorance & superstition from an individual. Also, if there is opposition or resistance to even mind reforms due to personal reason of involvement by individual or group of individual then democracy in that country would not achieve much. Democracy is for the people & by the people so until unions people are ignorant, superstitious & don't have common understanding democratic government would not be successful in that country.

2. Read the following text and interpret its meaning on your own:

[2070 Magh]

Worst of all were the nights; in the nocturnal stillness the groans and cries were more distinctly audible, black shadows crept stealthily from the gorges of the distant mountains towards the half-demolished walls, hiding enemy camp from view and over the black ridges of the mountains rose the moon like a lost shield dented by sword blows.

Ans: The given text takes about the night time of war. It describes night where moan & cries of wounded people, prayers of women & wailing of children at time to war were clearly audible due to the stillness & silence in surrounding environment. And the shadows foamed by the moonlight from a distant moved slowly, soundlessly & carefully towards the damaged walls causing to block the view of enemy camps. The moon that rose in that same night was also not clear just line dented shield due to clouds & fumes that was formed during the war.

3. Read the following text carefully and interpret it so as to make the meaning clear:

[2071 Bhadra]

Today, jet-lag is a familiar hazard for the seasoned traveler. Travel across time zones plays havoc with the biological clock rhythms of the human body. For the active pilot, who is rarely in one place long enough to know if it is time for breakfast or dinner, the impact of jet-lag on his sleep is critical. Several air disasters have been partly caused by overtired pilots ignoring the natural laws of sleep. Much research is directed to finding out what these laws are and what extent pilots and astronauts disobey them. But they are laws which affect all of us, not just pilots.

Ans: Jet lag, also called flight fatigue, occurs when a person travels from one time zone to another. It plays havoc with the biological clock rhythms of the human body. It can cause fatigue, tiredness and disturbs the natural laws of sleep. Seasoned travelers are more familiar with jet-lag

as may travel across time zones time to time. Jet lag are major issue for pilots & astronauts as the life of other & themselves are in their hand and if they are seriously affected by jet lag then hazardous accident may occurs. Scientific research are directed to find out these laws and what directed to find out these laws and what extent they affect pilots and astronauts. But these laws equally affect us all even pilots & astronauts.

4. Read the following text and interpret its meaning in your own language: [2072 Aswin]

For half of the day we are slave to necessities which we cannot shirk, whether we are monarchs with a thousand servants or humble laborers with no savants but their wives. And the wives must undertake the additional heavy slavery of child-bearing if the world is still to be peopled. These natural jobs cannot be shirked. But they involve other jobs which can. As we must eat we must first provide food; as we must sleep we must have beds and bedding in house with fireplaces and coals; now, food and house and clothes can be produced by human labour. If you are too lazy to get about from place to place on your own legs, you can make a slave of a horse. And what you do to a horse, you can also do to man or a woman or a child if you get the upper hand of them by force or fraud or trickery of any sort.

Ans: The given text states how a human being in order to stay alive must eat, drink, sleep, & do other bodily functions. After this is done a human has to work for a living. These works can be get done through servants, animal like horses or people by force or fraud but still the individual have to produce food, clothing & other goods to fulfill their needs for a comfortable living. Thus, we cannot quite shake off the shackles of enslavement. So, we are slave to necessities which we cannot avoid or neglect. Women suffer more as they have to bear children, apart from doing household chores to keep tradition of family going so, even for a rich women slavery is unavoidable.

5. Read the given text and interpret its meaning. [2072 Magh]

By teaching all other subject, except moral value, we may produce scientists, engineers, doctors, scholars, management experts, litterateurs etc. comparable with the best anywhere in the world but if these great professionals do not have peace of mind and qualities of love and kindness, what king of society will we have?

Ans: Moral value refers to a set of principle that guides an individual on how to evaluate right versus wrong i.e. to justify decision & actions. Without moral values like honesty, respect for others, compassion, forgiven etc. We can produce great doctors, engineers, scholars but there would be violence, dishonesty, bad influence etc in society. This would directly

hamper peace of society as well as peace of mind on individual. For example:-If a scientist makes a bomb then without moral value he cannot decide right or wrong so, he can use that bomb for destructive purposes. This may increase violence or disturb peace in society. So, moral value provides a structure for an individual's life & gives an feeling of peace & joy when applied.

6. Read the given text and interpret its meaning in about 150 words:

[2073 Bhadra]

This technical term has a wider meaning than the "culture" of history and literature. A humble cooking pot is as much a cultural product as is Beethoven sonata. In ordinary speech a man of culture is a man who can speak languages other than his own, who is familiar with history, literature, philosophy of the fine arts. In some cliques that definition is still narrower. The cultural person is one who can talk about James Joyce, Scarlatti, and Picasso. To the anthropologist, however, to be human is to be cultured. There is culture in general and then there are the specific cultures such as Russian, American, British, Hottento, Inca. The general abstract notice serves to remind us that we cannot explain acts solely in terms of the biological properties of the people concerned, their individual past experience and the immediate situation. The past experience of other men in the form of culture enters into almost every event. Each specific culture constitutes a kind of blueprint for all of life's activities.

Ans: The ideas, customs and social behaviour of a particular people or society is commonly considered as culture but this term "culture" has wider meaning than it seems to have. For eg. Ordinarily a man is considered cultured if he/she can speak different language (other than his mother tongue), who is familiar with world history or who has knowledge about philosophy, literature or fine arts. These types of people are considered cultural mostly even in the context of Nepal. Even people who talk or know about other persons like James Joyce, Scarlatti & Picasso are considered to be cultured. Each culture differs from the rest because it deals with different people in different social environment. But culture is not only derived by the way we are brought up, but also personal past experience and biological properties of the people considered. Whatever may be the case each specific culture constitutes a kind of blue print for all of life's activities.



CHAPTER

3

Summary and Note Making

Note making

Note making is the practice of recording information captured from another source. By taking notes, the writer records the essence of information, freeing their mind from having to recall everything. While taking notes, the following points must be considered:

- (i) Must write the title. It should state what majority of the passage talks about
- (ii) Helping Verbs & Pronouns can be omitted.
- (iii) Write phrases not complete sentences.

Summary

An overview of content that provides the reader with the overarching theme but does not expand on specific details. The most part of a summary is made out of notes not from the passage while taking a summary, the following points must be considered:

- (i) Not less than 1/3 word limit of passage
- (ii) Made out of notes not passage.
- (iii) Never start passage like "This passage talks about"
- (iv) Write complete sentence not phrases
- (v) Follow order of notes as much as possible.

1. Read the text given below carefully, make notes and write summary of it:

[2069 Bhadra]

Authority in the twentieth century is nowhere what it was. In certain spheres it has disappeared altogether. Public opinion no longer feels bound to enforce morality as it did by means of spoken disapproval and informal penalties. Fathers have ceased to rule the family, employers no longer enjoy the status of masters; the upper class have ceased to inspire imitation as models of correct behaviour; school masters and university dons no longer dominate the minds of the young... Things once considered inherently wrong are tolerated where they are thought to do no manifest harm: fornication, adultery,

homosexuality, abortion, nudity and erotica flourish openly where they were once legally penalized or forced to be discreetly veiled. Adolescents, who were once subject to the edicts of parental jurisdiction, live as they please, often earning as much as their fathers, and enjoying more legal rights at eighteen than grandmother possessed at any time during their lives.

But the decline of authority in the twentieth century has not necessarily meant a rise in liberty. For the concept of authority is not something which stands logically opposed to that of freedom, although some unreflective people may think it does. Authority is really a special kind of power which rests on the constant belief of those who live under it. Without such free assent, there can be no such thing as authority. So freedom in this important sense is part of the very notions of authority. And when authority is removed, it is only too likely that it will be followed either by the rule of naked power or by anarchy.

Ans: Authority in 20th Century

A. Authority today

1. Declined & disappeared
 - 1.1 Not rise in liberty
2. Less spoken disapproval
 - 2.1 Decrease in morality
3. Wrong behaviour tolerated
 - 3.1 Adultery, nudity, abortion etc.
 - 3.2 No penalties given

B. Concept of Authority

1. Rests on consent & Belief
2. Freedom as a part
3. When removed
 - 3.1 Rule of Naked power
 - 3.2 Rule by anarchy

Summary

Authority in present situation has declined & disappeared but that doesn't necessarily mean rise in liberty. Morality in public has decreased due to less penalties & disapproval. Wrong behaviours like Adultery, nudity, abortion etc. is being tolerated and no penalties are given for doing so. Authority rests on consent & belief but when removed it will be followed by rule of naked power or by anarchy.

2. Study the following text carefully. Prepare its note and convert it into a summary. [2070 Bhadra]

All people who speak the same language have agreed to use certain words for certain jobs and this enables them to communicate with each other. There is nothing particularly remarkable about the words themselves: they might just as well have chosen different ones. What matters is that this agreement about the use of words should be fully understood, and understood in detail, by everyone who wishes to profit by them. Let us take example of bell-ringing. By itself, the ringing of a bell means nothing. But in certain recognized contexts, it may mean different things as different as 'time for school', 'somebody at the door!', 'that's the end of the lesson' or 'come here, please, waitress!'. We might well wonder how it is that the same noise can mean so many different things; but of course the answer is easy. The noise occurs in recognized contexts; in time and places when we know that it can only mean one thing. Thus all most anything can be used to communicate several different things.

Let us apply this to verbal signs, or words. First we can communicate just as well by using 'father', 'pater', 'Daddy', or anything else's: provided we are understood, it makes no difference. We can invent a completely new word too. Secondly, the same collection of letters can be used to communicate quite different things. The word 'port' can mean a special sort of wine, the opposite of starboard, a harbour, the various other things. The significance of any sign depends on the context in which it is used.

Ans: Means of communication

A. Language & Words

1. Enables to Communicate
2. Must be understood in detail
3. Proper use of words
 - 3.1 Certain for certain jobs
 - 3.2 Single word diff. meanings
 - 3.3 Significance depends upon context

B. Sound or Noises

1. Different meanings for same sound
2. Meaning changes with place 1 time and time
3. Occurs in recognized context

Summary

People using same language use certain words for certain jobs enabling them to communicate. These words should be fully understood in detail. For different words some meaning can be understood like Father, daddy etc. Also for same words different words can be understood like port

for both harbour & wine. Different meaning can be understood for same sound like Bell ringing for calling waiters & same bell ringing for time for school & so on. Thus meaning changes with place & time and occurs in recognized context.

3. Read the passage given below, take down the notes and write summary: [2070 Magh]

Allow steels as well as plain carbon steels may be classified according to their ability to harden. This is probably the most significant basis of classifying alloy and plain carbon steels. The ability to harden has been defined as the 'hardenability' of steel. The role played by the hardenability of steels is one of great importance and any test that can be made to check this characteristic of steel will prove of value in the selection and qualifications of any steel for a given application. In fact, hardenability is an important criterion of selecting or rejecting steel for a particular purpose.

It has been determined that the hardenability of steels is dependent upon several factors and these factors do not include the chemical composition or alloy content of the steel. What are the factors that influence the hardenability of steel? Such factors as method of manufacture practice in shaping and variables in treating all influence the hardenability of steel? Such factors as method of manufacture practice in shaping and variables in treating all influence the hardenability of steels. Because this variable will influence the hardenability, the usual methods of testing, without carrying out a test for hardenability, may not reveal the complete story about the steel. This being true, several methods have been designed to measure the ability of the steel to harden. There is one principle behind all hardenability tests is to measure the maximum section or thickness of steel that can be made hard. The Jominy end-quench test is recommended as a hardenability test for alloy structural and tool steels. This test can be used for both shallow-and deep-hardening.

Ans: Hardenability of steel

A. Ability to harden

1. Steels like alloy steel, plain carbon steel
2. Check char of steel
 - 2.1 For selection/rejection of steel

B. Factors affecting hardenability

1. Method of manufacture
2. Practice in shaping
3. Not chemical composition or alloy content

C. Hardenability test

1. Measure max. thickness of steel
2. Sominy end. quench test
 - 2.1 For alloy structural & tool steels
 - 2.2 For shallow & deep hardening

Summary

Ability to harden of steel is known as hardenability of steel. For eg.- Alloy steel, plain carbon steel. This characteristic is required in the selection & qualification of any steel for a particular purpose. It is dependent upon several factors like manufacture method, practice in shaping etc. but does depend upon chemical composition. or alloy content. Sominy end-quench test is used for Hardenability test which can be used for both shallow & deep hardening.

4. Study the following text carefully. Prepare its note and convert it into summary. [2071 Bhadra]

I was taking tea in the rooms of a fine scholar at king's College, Cambridge, the week before the oxford and Cambridge rugby match, when, in order to bring the conversation or the lack of it-a little nearer my own intellectual level, I asked a brilliant novelist who was present 'Are you going to match next Tuesday? He looked as sincerely puzzled as if I had addressed him in Gaelic. 'What match?' he asked gently. I explained to him that a football match was to take place in the following week-a match in which the fate of his beloved university would be involved, or at least seem to be involved, for about an hour and half. 'Honestly', he said, with a look of surprise, 'I hadn't heard about it. Had you?' he asked, turning to our host. Our host declared that the news came as a complete surprise to him also. Another scholar who was present, on being questioned on the matter, admitted that he had gathered in the course of a recent conversation that more important match was going to be played somewhere, but he did not know that it was to be against oxford, or that it was a rugby match, or that it was to be played at Twickenham, of that it was to take place on Tuesday.

It astonished one to find men who were learned in every detail of the struggles between Athens and Sparta, between Rome and Carthage could be indifferent to a struggle almost at their own doors-a struggle, too, in which the prized were not the sordid gains of political warfare, but the magnificently empty honors of sports. All present were pacifists, yet bloody battles fascinated their intellects far more than bloodless battles of the football field-the battles, so to speak, of the future. Such indifference to an exciting phase of

contemporary life shocked me. I could have understood a stockbroker's being indifferent to the result of a great football match, but a universal man, a fine mind strained in the humanities—that was a very different affair. I left Cambridge a little saddened over the prospects of the human race.

Ans: Struggle in one's doorstep

A. Conv. in room

1. King's college, Cambridge
2. taking tea with novelist, host & scholar
3. Rugby match in Tuesday
 - 3.1 Kings college vs oxford
 - 3.2 Played at Twickenham
 - 3.3 Novelist & host didn't know.
 - 3.4 Scholar was not sure

B. Writers thought

1. Astonished when heard
 - 1.1 No knowledge about college
 - 1.2 Detail knowledge about world History
2. Saddened over prospectus of human race.

Summary

In king's college, Cambridge while taking tea with novelist host & scholar a conversation is sparked in a room about a rugby match between king's college and oxford to be played at twickenham in Tuesday. Novelist & host didn't know about the match while scholar was not sure about the match. The writer gets astonished when he hears about the unknowingness of those people who had detailed knowledge about world history but no knowledge about own college. He feels saddened over prospectors of human race after leaving Cambridge.

5. **Read the following passage carefully, taken down notes and write a summary.** [2071 Magh]

As material civilization advance and the supply of available goods and services increases, man's needs correspondingly multiply. Advertising plays a key role in this never-ending process by stimulating the public's desire for certain products, and by promoting the scale thereof, until it has, in effect, created new needs, real or supposed where there were none before. A familiar example is the motor car—once a rare and costly novelty, now an ubiquitous and

relatively inexpensive necessity. More recently, the television set has undergone the same transformation. While some people would deny that television is a necessity, the fact that sets are found in majority of western homes shows that is answer, to a greater or lesser degree, the need felt by millions of people for entertainment and information.

A product, service, or commodity that the public needs, and knows it needs, tends, of course, to 'Sell itself'. We might, therefore, assume that, in such cases, advertising would be of minor importance. To some extent this is true. Meatpackers, vegetable and fruit growers, and dairy operators spend less on advertising, for instance, than manufactures of cigarettes, liquors, cosmetics, and other items of this type.

On the other hand, the competition that exists between rival brands means that the suppliers of such basic necessities as food, clothing, and housing must advertise their wares to stay in business. Significantly, the industry that spends most on advertising turns out a product which almost everyone considers a necessity: soap.

Ans: Advance in today's civilization

A. Objective is to supply goods & services

B. Role of Advertisement

1. Stimulates public desire
2. Promoting the sales
3. Creates new needs
- 3.1 like T.V, cars

C. Basic public need

1. Vegetable, fruits, dairy products
2. Advertise have minor importance

D. Compare between product

1. More advance
2. Turns product in necessity

Summary

Advertisement plays a key role in today civilization by stimulating the public desire for certain products. It creates new needs like T.V, cars etc hence promoting the sales of products. It is of minor importance for basic needs like vegetable, meatpackers etc. Due to the competition between brand products more advertisement are done which can bring more profit in business.

6. Read the following passage carefully, make notes and write a summary of it: [2072 Bhadra]

The valley of Kathmandu is one of the most concentrated repositories of art and design that exist in the world; it is one of the greatest living art shows imaginable.

Nepal has long been famous for quality work. In the past beautiful bronzes were made, not only for the home market, but for export or sale to pilgrim tourists. Today, exquisite bronzes images of gods and goddesses of Hindu and Buddhist pantheons are still fashioned and sold.

The Nepales wood-carver has always excelled in ornately carved windows and roof supports fashioned in the elegant forms of deities. It is known that the Nepales architect, Arniko, took the pagoda style of architecture to neighboring Tibet and from thence to China in the ninth century.

The arts of Nepal, with exception of stone carving are still very much alive and in the cities of the valley, master craftsmen, artisans and artists are still fashioning masterpieces, following and using techniques that in many stretch back well over a thousand years.

Large areas of the city of Patan are given over to the production of art works, and for the adventurous visitor with and interest in arts and crafts, there is always an excellent opportunity to see artists and craftsmen at work in their house.

The advent of tourism in the late fifties acted as a stimulus to Nepalese arts and crafts as it brought with it not only a demand for small souvenirs, but also for high quality items produced by laborintensive methods that could not be copied by machines anywhere in the world. A fine scroll painting, wood-carving or brass image made in Nepal is something unique and exclusive and buyers can feel that they have purchased one of a kind or at least one a limited edition.

To preserve the national heritage of Nepal, His Majesty's Government has banned the export of antiques of all kinds, but for those with taste and interest, there are many beautiful objects and treasure to buy in the bazars of Kathmandu, Patan and Bhaktapur. Many new bronzes and scroll paintings have been "antiqued" and in such cases it is better to get a museum clearance from the department of Archeology, near the main gate of Singh Durbar in Kathmandu.

Over the past twenty years, the hands-woven carpet industry has grown and flourished in Nepal. The art of carpet weaving was brought from Tibet.

The mighty peaks of Himalayan ranges are what call many visitors to Nepal in the first place but nevertheless the beauty of the kingdom's art and architecture will linger in the minds of many for long after a visit to the valley of Kathmandu.

Ans: Arts & Crafts in Nepal

A Art works

1. Mostly concentrated in ktm.
 - 1.1 Greatest art designs

B. Craft works

1. Quality bronzes
 - 1.1 Image of god & Goddess
 - 1.2 Both for home market & export
2. Wood carving
 - 2.1 Fashioned carved windows
 - 2.2 Art spread in china, tibet by Arniko
3. Stone carving
 - 3.1 Old technique still used
 - 3.1.1 1000 yrs. back
 - 3.2 Made by following traditions
4. Hand-woven carpet
 - 4.1 Flourished over past 20 yrs.
 - 4.2 Brought form Tibet

C. History of pot & craft

1. Tourism acted stimuli in late 50's
2. Scroll painting brass image etc. mostly bought

D. Preservance of these arts

1. Export of antiques banned.
2. Some scroll paintings, bronzes etc. kept in museum
3. Treasure & object can be bought
 - 3.1 In ktm, Patan, Bhaktapur
 - 3.2 By people having interest

Summary

Nepal has been famous for quality art craft work. These greatest art works are mostly concentrated in Kathmandu. Craft works like bronzes, wood carving, stone carving, Hand-woven carpet etc are done in Nepal. These scroll paintings, brass image & craved woods are mostly bought

by tourists. These tourists acted as a stimulus to flourish Nepal's art in late 50's. For preservice of these arts Nepal government has banned export of antiques & some scroll paintings bronzes etc are kept in museum. But for people having taste & interest objects & treasures can be bought in Kathmandu valley.

7. After reading the text given below, make notes and write summary of it: [2072 Ashwin]

We can alter the characteristics of steel in various ways. In the first place, steel which contains very little carbon will be milder than steel which contains a higher percentage of carbon, up to the limit of about $1\frac{1}{2}\%$. Secondly, we can heat the steel above a certain critical temperature, and then allow it to cool at different rates. At this critical temperature, changes begin to take place in the molecular structure of the metal. IN the process known as annealing, we heat the steel above the critical temperature and permit it to cool very slowly. This causes the metal to become softer than before, and much easier to machine. Annealing has a second advantage. It helps to relieve and internal stresses which exist in the metal. These stresses are liable to occur through hammering or working the metal, or, through rapid cooling. Metal which we cause to cool rapidly contracts more rapidly on the outside than on the inside. This produces unequal contractions, which may give rise to distortion or cracking. Metal which cools slowly is less liable to have these internal stresses than metal which cools quickly

Ans: Characteristics of steel

A. Mild steel

1. Contains very little carbon
2. Less than $1\frac{1}{2}\%$ carbon

B. Annealed steel

1. Heat steel above crit temp.
 - 1.1 Molecular st. changes
2. Allowed to cool slowly
 - 2.1 Less internal stresses
3. Easier to machine
4. Relieves internal stresses
 - 4.1 Caused from hammering or working
 - 4.2 From rapid cooling
 - 4.2.1 Causes unequal contraction
 - 4.2.2 Rise to distortion or cracking

Summary

Characteristics of steel can be altered in many ways. Steel containing very little carbon, less than $1\frac{1}{2}\%$ is mild steel. And by heating steel above critical temp. before cooling it slowly we obtain annealed steel which is soft & easy to machine. This process relieves internal stresses. But if steel is allowed to cool rapidly, it causes unequal contractions or cracks in steel.

8. Read the following passage carefully and make notes and write a summary of it. [2072 Magh]

In classical music in any way related to popular music? That is a controversial question. Advocates of classical music claim that it constitutes art and that it that pop music is only light entertainment. But, that is not always true. Some people have only elevated classical music to that special status by arguing that the works are more complex because of the range of notes involved. However, jazz, rap and many other forms of popular music sometimes do make use of a number of notes that are as complex as classical music. It is also argued that classical music songs are longer, sometime extending to thirty minutes or more. Popular music songs are shorter and more repetitive to that they can be remembered for people to play or to sing.

Every language has its own popular music, like it has its own classical music. Indian popular music, often known as India-pop or Hindi pop is a form of pop music in India. It is fusion of various Indian folk and classical music styles and is also influenced by modern beats from different parts of the world. The major push given to Indi-pop was from Pakistani singer, Nazia Hassan. Indian pop has taken another interesting turn with the "remixing" of old Indian film songs-an attempt to make them sound more modern by adding new beats. These remixes have become very popular among the younger generation; they give the old melodies new life and vigour. The purists among the older generation however maintain that the beauty of the song is lost.

Ans: Genre of Music

A. Classical Music

1. Constitutes Art
2. Considered complex
 - 2.1 wide range of notes

B. Popular music - jazz rap

1. Considered light entertainment
2. Complex as classical music
- 2.1 Complex notes used

C. Indi-pop / Hindi pop music

1. Pop Music in India
2. Fusion of Indian Folk & classical music
3. Influenced from modern beats
4. Remixing of old Indian Songs
- 4.1 Popular among younger generation
- 4.2 Older generation dislike it

Summary

Classical music & popular music are two different genres of music. Classical music is considered complex & constitutes art. But popular music is also as complex as classical music when complex notes are used. Hindi pop music or Indian pop is a pop music in India which is a fusion of Indian folk & classical music. It's influenced from modern beats & also consists of remixing of old Indian songs. These are popular among the young generation.



CHAPTER 4

Reading

4.1 Knowledge and wisdom

This literature is written out by Bertrand Russell who was a British philosopher and was awarded with the Noble prize for Literature in 1950. Knowledge and wisdom are different things. According to Russell, knowledge is defined as the acquisition of data and information, while wisdom is defined as the practical application and use of the knowledge to create value. Wisdom is gained through and practical experience, not just memorization.

Russell defines there are several factors that contribute to wisdom. Here are a few.

The first is a sense of proportion. It is the capacity to consider all important factor in a problem carefully. For example scientists discover new medicines but they do not know what impact these medicines will have on the life of the people. The medicines may reduce the infant death rate. But it may lead to increased population which may lead to shortage of food. If there are more people, it may lower the standard of life. The knowledge of the composition of the atom could be misused by a lunatic to destroy the world. So knowledge without wisdom can be harmful. It should be combined with the total needs of mankind. So to increase wisdom one should be fully prepared to treat all the factors of an occurrence in a very balanced way. Only then the person is said to have a sense of proportion.

The second is comparativeness. It is an ability to bring together a wide range of concepts and see how they all fit together. Comprehensiveness alone, however, is not enough to constitute wisdom. There must be, also, a certain awareness of the ends of human life. This may be illustrated by the study of history. Many eminent historians have done more harm than good because they viewed facts through the distorting medium of their own passion.

The third is Depth feeling. Russell says: "It is by no means uncommon to find men whose knowledge is wide but whose feelings are narrow. Such men lack what I call wisdom." So the Sense of proportion and comprehensiveness is not enough but depth of feeling is also required for growth of wisdom. For example Hegel wrote with great knowledge about history, but made the Germans believe that they were a master race. It led to war. It is necessary therefore to combining knowledge with feelings. Men who have knowledge and have no feelings lack wisdom.

He says "I think the essence of wisdom is emancipation, as far as possible, from the tyranny of the here and now." What Russell is mainly getting at when he talks about the "tyranny of the here and now" is a sort of personal evolution from our childhood, in which we are focused on our own immediate needs and desires, and learning to think beyond our immediate egos as we grow older. We learn from our past and plan for our future. We also learn to respect tradition and show compassion for future generations.

QUESTION:

1. What do you mean by sense of proportion?

Ans: Sense of proportion is the capacity to consider all important factors in a problem. For example scientific discover new medicines but they do not know what impact these medicines will have the life of the people. The medicines may reduce the infant death rate. But it may lead to increase population which may lead to shortage of food. If there are more people, it may lower the standard of life. Another example: If the study of the composition of the atom form a disinterested desire for knowledge is incidentally placed in the hands of powerful lunatics then person can use that knowledge to destroy the human race. In such ways the pursuit of knowledge may become harmful unless it is combined with wisdom; and wisdom in the sense of proportion. So knowledge without wisdom can be harmful. It should be combined with the total needs of mankind. So to increase wisdom one should be fully prepared to treat all the factors of an occurrence in very balanced way. Only then the persons is said to have a sense of proportion.

2. Why do knowledgeable people need to possess wisdom? [2072 Magh]

Ans: Knowledge and wisdom are different things. Wisdom does not come immediately with knowledge. Knowledgeable people may sometimes even lead to immoral behavior which is spectacularly illustrated by Russell from these examples: If example scientists discover new medicines but they do not know what impact these medicines will have on the life of the people. The medicines may reduce the infant death rate. But it may lead to increased population which may lead to shortage of food. If there are more people, it may lower the standard of life. Another example: If the study of the composition of the atom from a disinterested desire for knowledge is incidentally placed in the hands of powerful lunatics then that person can use that knowledge to destroy the human race. So from above examples we can say that until and unless knowledgeable people possess wisdom, the knowledge gained by those people can't be of used for good of society but they can use that knowledge for their own desire and purpose which can bring harm to the mankind.

3. Knowledge and wisdom are the two aspects of same coin. Do you agree with this statement? If yes why?

Ans: Yes, I agree with the given statement because Knowledge and wisdom both are required by an individual for having prosperous and harmonious society. Both are equally needed by an individual. Knowledge can exist without wisdom, but not the other way around. One can be knowledgeable without being wise which can be very dangerous. For example: Knowledge is knowing how to use a gun; wisdom is knowing when to use it and when to keep it holstered. Knowledge is just piles of information including facts, theories and data. Wisdom is the ability to put knowledge into practical use. So both wisdom and knowledge are interrelated with each other and are two aspects of same coin.

4. What is central idea of wisdom?

Ans: Wisdom is defined as the practical application and use of the knowledge to create value. Wisdom is gained through learning and practical experience, not just memorization. Wisdom gives people the ability to make the right judgments and correct decisions, but can also synthesize new knowledge.

There is a vast difference between knowledge and wisdom. Knowledge is merely having clarity of facts and truths, while wisdom is the practical ability to make consistently good decisions in life. Wisdom and knowledge are linked. Wisdom is enhanced by knowledge and the ability to acquire knowledge effectively. But wisdom is also the ability to use knowledge in a practical and productive manner. Knowledge is often considered to be "externally generated," meaning that it comes primarily from outside sources, such as books, classroom lectures, videos, etc. On the other hand, wisdom is deemed to come primarily from "internal sources," meaning one's own introspective thinking, analysis, and judgment. Wisdom cannot be acquired and applied without knowledge, but knowledge isn't necessarily guided or enhanced by wisdom. In simpler words, Knowledge without wisdom is like pouring water in sand. So, wisdom is needed along with knowledge to make correct judgments and decisions in our life.

5. Point out the differences between knowledge and wisdom.

[2073 Bhadra]

Ans: The main difference between knowledge and wisdom are as follows:

Knowledge	Wisdom
1. Knowledge is the facts, information, and skills acquired through learning or education.	1. Wisdom is the quality of having experience, sensible application of knowledge, and good judgment.

2. It gives you the ability to identify whether some fact is truth or false.	2. It gives you the ability to discern whether some idea is right or wrong.
3. It is acquisition of information and facts.	3. It is application of the acquired knowledge.
4. It can simply be acquired through education.	4. It cannot be simply acquired through learning.
5. For eg:- Information about composition of atom is knowledge.	5. For eg:- Usage of the information about composition of atom is wisdom which may be either good or bad.

4.2 The mother of a traitor

Maxim Gorky

"The mother of a traitor" by Maxim Gorky is a short story is a story of a conflict between 'ambition' characterized by a 'traitor' a brave but heartless son; and 'life' represented and characterized by the 'Mother of a Traitor', where the heartless son appears with power and prowess, is easily victimized in the hand and lap of a mother who is appeared in the story very ordinary developed because of the urgency of time. This story deals with dual love: love for the country and love for the son. Monna Marinna's son has become enenical towards his own country. He doesn't have any real grudge (Complaint) against the country. However, he wants' to destroy the whole city and thus become popular amount the citizens. He wants that each citizen and each and every object of the country should know his name and get afraid of him. He is now the head of the troops who have surrounded the city from all sides and are ready to set fire into it. There is restlessness everywhere in the city. No one is happy. All the people are crying bitterly out of pain. The enemies are giving utmost tortures to the citizens. They have been deprived of all kinds of facilities. The enemies have brown dead bodies into all the streams that supply water to the city. The citizens have lost all kind of hope of life. Everything spoke to them of death, and not a star was there in the sky to give them consolation. They were also afraid to light the lamp son the houses at night. Monna Marinna herself is not happy with what her son has become. She thinks of her son and her country as a mother and citizen respectively. She had thought previously that her son would become a great leader of the country and would do something for the nation. But, to her great dismay, she has found her son as different and heartless citizen to all the people. He has betrayed his own country and also his own mother. Marinna has equal love

for her son and for her native city. But, as a mother her heart is weeping as her son has given suffering to all the citizens. Every citizen calls her "The mother of the traitor" which gives unbearable pain to her heart. So, she decides to leave the city and goes to her son. She finds her son crazed with the thirst for more glory. She tries to convince her son by telling him that a hero is he who creates life by conquering death. But he answers very arrogantly that the destroyer is as glorious as the builder of the city. He has become so blind for the glory that he remains totally unaffected by her persuasion. Finally, Marinna makes her so take rest in her lap and immediately covers him with her black cloak and then kills him by pushing a knife into his heart. Thus by killing her son, she fulfills her duty as a citizen. But she is also a mother and a mother cannot live her life comfortably by killing her own son. So, she also kills herself with the same knife and fulfills the duty of the mother.

QUESTIONS:

1. How did Monna Marrinna prove herself to be an ideal character.

[2073 Bhadra]

OR Sketch the character of a mother in story.

OR "A mother who is known as symbol of love may turn into a cruel monster". Explain this statement with reference to the text "The mother of traitor".

[2070 Bhadra]

Ans: "The mother of traitor is a short story written by Maxim Gorky which deals with dual love: love for the country and love for the son. The son of Monna Marinna is head of the troops of enemy's side who wants to become popular among citizens by destroying whole city and his mother is not happy with it. She thinks of her son and country as a mother and citizen respectively. She has equal love for both country and son so she goes to her son trying to convince but remains totally unaffected by her persuasion. So she kills her own son by pushing a knife into his heart thus fulfilling her duty as a citizen and later kills herself too with same knife proving herself to be an ideal character. Here, Monna marinna represents a mother who have had love for his son but as the duty of a citizen of a country she turns herself into a cruel monster by killing her beloved son.

2. Why did the mother kill her son and then herself?

Ans: "The mother of traitor is a short story written by Maxim Gorky which deals with dual love: love for the country and love for the son. The son of Monna Marinna is head of the troops of enemy's side who wants to become popular among citizens by destroying whole city and his mother is not happy with it. She thinks of her son and country as a mother and citizen respectively. She has equal love for both country and son so she goes to her son trying to convince but remains totally unaffected by her persuasion. So she kills her own son by pushing a

knife into his heart thus fulfilling her duty as a citizen and later kills herself with same knife thus fulfilling her duty as a mother. This is how Monna Marinna deals with dual love and proves herself as a citizen of a country and a mother of a beloved son.

4.3 How much does a man need

This story "How much does a man need" is written by Leo Tolstoy which is about a peasant Pahom, who is living in small plot of land. An elder sister from the city visits her younger sister, the wife of a peasant farmer in the village. In the midst of their visit, the two of them get into an argument about whether the city or the peasant lifestyle is preferable. The elder sister suggests that city life boasts better clothes, good things to eat and drink, and various entertainments, such as the theater. The younger sister replies that though peasant life may be rough, she and her husband are free, will always have enough to eat, and are not tempted by the devil to indulge in such worldly pursuits. Pahom, the husband of the younger sister, enters the debate and suggests that the charm of the peasant life is that the peasant has no time to let nonsense settle in his head. The one drawback of peasant life, he declares, is that the peasant does not have enough land: "If I had plenty of land, I shouldn't fear the Devil himself!" The devil, overhearing this boast, decides to give Pahom his wish, seducing him with the extra land that Pahom thinks will give him security.

Pahom's first opportunity to gain extra land comes when a lady in the village decides to sell her three hundred acres. His fellow peasants try to arrange the purchase for themselves as part of a commune, but the devil sows discord among them and individual peasants begin to buy land. Pahom obtains forty acres of his own. This pleases him initially, but soon neighboring peasants allow their cows to stray into his meadows and their horses among his corn, and he must seek justice from the district court. Not only does he fail to receive recompense for the damages but also he ruins his reputation among his former friends and neighbors; his extra land does not bring him security.

Hearing a rumor about more and better farmland elsewhere, he decides to sell his land and move his family to a new location. There he obtains 125 acres and is ten times better off than he was before, and he is very pleased. However, he soon realizes that he could make a better profit with more land on which to sow wheat. He makes a deal to obtain thirteen hundred acres from a peasant in financial difficulty for one thousand rubles and has all but clinched it when he hears a rumor about the land of the Bashkirs. There, a tradesman tells him, a man can obtain land for less than a penny an acre, simply by making friends with the chiefs. Fueled by the desire for more, cheaper, and better land, Pahom seeks directions for the land of the Bashkirs and leaves on a journey to obtain the land that he thinks he needs. On arrival, he distributes gifts to the Bashkir

leaders and finds them courteous and friendly. He explains his reasons for being there and, after some deliberation, they offer him whatever land he wants for one thousand rubles. Pahom is pleased but concerned; he wants boundaries, deeds, and "official sanction" to give him the assurance he needs that they or their children will never reverse their decision.

The Bashkirs agree to this arrangement, and a deal is struck. Pahom can have all the land that he can walk around in a day for one thousand rubles. The one condition is that if he does not return on the same day to the spot at which he began, the money will be lost. The night before his fateful walk, Pahom plans his strategy; he will try to encircle thirty-five miles of land and then sell the poorer land to peasants at a profit. When he awakes the next day, he is met by the man whom he thought was the chief of the Bashkirs, but whom he recognizes as the peasant who had come to his old home to tell him of lucrative land deals available elsewhere. He looks again, and realizes that he is speaking with the devil himself. He dismisses this meeting as merely a dream and goes about his walk.

Pahom starts well, but he tries to encircle too much land, and by midday he realizes that he has tried to create too big a circuit. Though afraid of death, he knows that his only chance is to complete the circuit. "There is plenty of land," he says to himself, "but will God let me live on it?" As the sun comes down, Pahom runs with all his remaining strength to the spot where he began. Reaching it, he sees the chief laughing and holding his sides; he remembers his dream and breathes his last breath. Pahom's servant picks up the spade with which Pahom had been marking his land and digs a grave in which to bury him: "Six feet from his head to his heels was all he needed." His servant buries him in an ordinary grave only six feet long, thus ironically answering the question posed in the title of the story.

QUESTIONS:

1. What lesson can we learn from the text 'How much land does a man need'?

Ans. "How Much Land Does a Man Need?" is a classic Leo Tolstoy tale in which we can learn that one must learn to be content with what one has without getting too greedy and grasping.

In this story, Pahom is a man discontented with his life who fails to seek his contentment from the proper source. So he begins to desire more space and more profit due to greed and temptation. As his property (land) increases, his desire of getting more increases too which eventually led him to death. So from the story we can learn that one can be satisfied without getting money, properties or materialistic things in life. The story also tells us that greed and temptation for more things

brings us unhappiness, loss of peace of mind and even death. So we must be content with the goods we already have and the prospect of becoming wealthier can risk all the goods that we have now.

4.4 "Of Studies" by Francis Bacon

Francis Bacon was an English Philosopher and writer best known as a founder of the modern empirical tradition based on the rational analysis of data obtained by observation and experimentation of the physical world. Francis Bacon's Sixteen Century essay "Of Studies" published in 1597, explains the reader about the importance of study, knowledge in terms of its practical application towards the individual and its society. His first analysis is an exposition on the purposes or uses that different individuals can have by approaching study: "... for delight, ornament, and for ability".

And how certain professions are better served by individuals with study knowledge. As he mentions the virtues of Study he also points out its vices: - "To spend too much time in study is sloth..." Also, how Study influences our understanding of Nature, and in opposition, how our experience of nature bounds our acquired knowledge. After that, the Author presents the concept of how different individuals with different mental abilities and interests in life, approach the idea of studying - "Crafty men condemn studies..." - and offers advice on how study should be applied: - "...but to weight and consider" - Then Bacon goes into expressing his ideas in how the means to acquire study knowledge, books, can be categorized and read according to their content and value to the individual. The benefits of studying are Bacon's final approach. Benefits like gaining valuable knowledge, logical ideas and creative skills. It also develops our discourse, intelligence capacity.

Bacon proposes that study may be done for three purposes: - Firstly, it may be done for our own entertainment or just to get pleasure, such as reading books on favourite author, scene, country etc. Secondly, it may be done for ornament, it means just to impress others or bring attention in hope of gaining friends admiration. Lastly it may be done to gain competency and proficiency.

Bacon also suggests that there are basically three kinds of books, studied differently. There are some books which are to be tasted (read but not wholly in parts). There are some books which are to be swallowed (books read to be hurriedly). There are some books which are to be chewed (books read with great care and attention). Thus reading alone is not sufficient enough, it must be followed by learning just as two sides of a coin to place the value of perfect study.

QUESTIONS:

1. How important is reading in our life according to Francis Bacon?

[2072 Magh]

Ans. Francis Bacon's Sixteen Century essay "Of Studies", published in 1597, explains the reader about the importance of study, knowledge in terms of its practical application towards the individual and its society. He tells "Reading maketh a full man; conference a ready man; and writing an exact man". It means that reading adds perfection to a man's personality making him a complete person. He also tells that if a person does not read, he will remain a somewhat a stupid person. He somehow describes that aim of reading and acquiring knowledge must not be to aggressively refute other's views or accept the writer's views as gospel truth and it should also not be to engage in pointless discussion and argumentation.

4.5 Civil Peace by Chinua Achebe:

The well-known Nigerian author Chinua Achebe's short story 'Civil Peace' is a realistic story which presents the condition immediately after the Civil War. The story is about civil war and its effect on the lives of ordinary Nigerian people.

The narrator introduces us to Jonathan Iwegbu, a man who considers himself very lucky after having survived the Nigerian Civil War, which has just ended. Not only has most of his family - his wife (Maria Iwegbu), and three of the four children - survived with him, but he has even managed to hold on to his old bicycle. Because of his luck, he embraces the way his neighbors now greet one another: "Happy Survival!"

Though he knows his bike is nowhere as valuable as his family is, keeping it was also a "miracle" of its own. He almost lost the bike during the war, when an army officer dressed in rags attempted to commandeer it. Sensing a "certain lack of grip and firmness in his manner," Jonathan guessed that the officer might accept a bribe in exchange for the bike. After the army officer complied, Jonathan buried the bicycle for safe-keeping, in the same clearing where his son and other casualties from the camp were interred.

After the war, he retrieves it, still in good condition. Feeling blessed with this good luck, he muses, "Nothing puzzles God." He returns to this sentiment time and again when contemplating his good fortune.

Using the bike to start a taxi service, he soon accumulates a "small fortune", which funds his return to his hometown, Enugu. There, he encounters another minor miracle: his house is still standing. Though it is small and hand-

constructed from zinc, wood, and cardboard, it has survived relatively unscathed whereas most of the surrounding bigger buildings have been destroyed. Having returned so early, most of the wreckage is untouched. He collects what he needs to repair the house, and then hires a poor carpenter for the labor.

Soon enough, he moves his family back home, and they return to work. His children pick mangoes to sell to soldiers' wives, while Maria makes breakfast cakes to sell to the neighbors. Jonathan himself opens a palm-wine bar for soldiers and other people with money. He occasionally visits the Coal Corporation, where he had worked before the war, but it shows no signs of reopening.

After days standing in line to turn in his rebel currency, Jonathan receives 20 pounds from the government Treasury. This payment - which is "like Christmas for him and many others" - is known as an *ex-gratia* award, or an award given not out of legal obligation, but as a gift. Because few can pronounce the term, it is known as *egg-rasher*.

Jonathan is very nervous about losing the money, after having seen a robbery victim collapse in desperation when he discovered his award had been pick-pocketed. To protect his own gift, Jonathan balls the bills in his fist and stuffs his hand in his pocket, keeping his eyes down to avoid running into anyone on his way home.

He remains anxious during the rest of the day, and has trouble falling asleep that night. Soon after he finally drifted off, he wakes to the sound of someone knocking at his door. It is extremely late. He asks who knocks, and the man identifies himself as thief with "him [sic] people."

Maria immediately screams for help, and Jonathan and the children soon join her, calling to both the neighbors and the police. They stop after a few moments, to hear only silence. The thief leader then mockingly offers to help, leading his thief chorus into even louder cries for help. Jonathan realizes there are at least five other men with the leader.

Having proven his point - nobody will come to help the family - the thief leader mockingly asks if he should now call for soldiers. Jonathan tells them not to bother.

The thief leader then asks for 100 pounds, and insists they will not hurt the family. He wants "no Civil War again," only a "Civil Peace."

Swearing he only has 20 pounds to his name, Jonathan offers it to them. Some of the group insists he must be lying, and insist they search the house. The leader silences them and accepts the 20 pounds.

The next morning, neighbors visit to express their sympathy. They find the family already hard at work preparing for the day - Jonathan strapping a wine jug to his bike, Maria cooking breakfast cakes, and his son cleaning old wine bottles. It is as if nothing had happened.

Jonathan tells his neighbors that the loss of the egg-rasher money was nothing to him, as he had lost much more than that in the war. He ends by saying, "Nothing puzzles God."

4.6 Customs

"Customs" is an essay written by Clyde Kluckhohn an American anthropologist. He is well known for these studies of the Navaho Indians and for his work on personality and culture. Here he defines cultures and shows cultural differences by using different examples. Kluckhohn says that people are different not by instincts not by god, not by fate, not by weather but by culture. According to Kluckhohn, culture is the man made part of the environment. It is the total life way of the people. It is the social legacy which the individual acquires from his group. A man of culture is a man who is acquainted with history, literature, philosophy, so the fine arts. In fact, we cannot explain acts only in terms of the biological properties of the people concerned their individual past experiences, and the immediate situation. Each specific culture constitutes a kind of blue print for all of life's activities. One of the interesting things about human beings is that they try to understand themselves and their own behavior. Others explain it with the concept of evolution in biology, gravity in physics and disease in medicine. A good deal of human behavior can be understood and indeed predicted, if we know a people's design for living. We brush our teeth on arising. We put on pants not a loincloth or a grass skirt. We eat three meals a day- not four or five or two. We sleep in bed not in hammock or on sheep pelt. There is much other regularity different from place to place. To the American woman a system of plural wives seems instinctively hateful but for Koryak woman of Siberia the system of single wife is unfamiliar. A person may be American by birth, but if he is brought up in China, his culture will be Chinese. A woman in Arizona swerves rattlesnakes to the guests in meal. But the guests after knowing about the food item, respond with violent vomiting. A biological process is caught in a cultural web. In Indian culture a boy does not dance with a girl if both belong to the same family or have the same ancestry because bodily contact in social dancing has a directly sexual connotation and that is an incest taboo. At Yale University, the files of the cross cultural survey are organized according to categories such as "marriage ceremonies", life crisis rites, incest taboos and all other seventy five categories. They are of the opinion that all human beings are similar at bottom. They have about the same biological equipment. All of

them have similar life experiences such as birth, helplessness, illness, old age and death. The biological potentialities of the species are the blocks with which cultures are built.

4.7 Beauty by Susan Sontag

"Beauty" is an essay written by Susan Sontag a very distinguished American critic, novelist and screen writer of her time. Her essay are marked by novel ideas. Here she defines beauty, concept about beauty and then argues how the concept of beauty has dominated woman. For the Greeks, beauty was a virtue: a kind of excellence. They hoped that inner beauty would be matched by beauty of the other kind. But the case of Socrates was quite paradoxical. He was very intelligent, brave, honorable and seductive, no doubt. But he was very ugly to look at. His disciples might not have paid any attention to the difference as much as we do now. Nowadays we are very conscious of the enchantments of beauty. We look for the inside as well as outside beauty. And we actually get surprised whenever we see both in one person. Mainly it was the influence of Christianity that misinterpreted beauty. Really it had a very good and highly prestigious place in the classical ideals of human excellence. But for almost two centuries it has become a convention to attributes beauty to only one of the two sexes: woman. She is fair. But she is second to man. "Handsome" is the masculine equivalent of feminine "beauty". A man can be call "beautiful" in French and in Italian. It suggests that they still retain traces of the pagan admiration of beauty to some extent. A woman should look beautiful whereas a man should be strong, effective and competent. In case of woman, the concept of beauty encourages narcissism, reinforce dependence and immaturity. For desire of being beautiful and perfect, a woman is self oppressed and anxious with the thought of evaluating every part of her body separately. In men, good looks are a whole, no need of dissecting his appearance and of evaluating different parts of this body. Beauty is a source of power that is k power of attraction. That's why women look for beauty. A woman is always admired for her beauty. She may rise to a leading position in politics, law, business, etc. However she is always under the pressure to confess that she still works at being attractive. To be really free from the trap of "oppression and superficially" woman should stand at critical distance from that excellence and privilege which is beauty.

EXTRA QUESTIONS

1. What do you mean by carburettor?

[2069 Bhadra]

Ans: In cylinder of internal combustion engine it is essential to secure rapid and complete combustion, the fuel and air must be in correct proportions and thoroughly mixed for smooth operation of an engine. This is accomplished by means of a device called a carburettor. In this carburetor, a stream of air blown over a jet mixes intimately with a spray of petrol drawn out of it. The jet is inserted into a choke or venture in the intake manifold, and is supplied with petrol at atmospheric pressure.

4.

2. Describe the contribution of Einstein to the modern scientific world?

A1

[2070 Magh]

OR What were the major contents of Einstein's four scientific papers?

[2070 Bhadra]

Ans: The major contents of Einstein's four scientific papers were:-

i. The first paper explained about Brownian Motion. In 1827 Robert Brown noticed jiggling motion of pollen grains kept in water when seen through a microscope. Einstein explained that jiggling motion of pollen grains was due to molecules of water hitting the tiny pollen grains, like players kicking the ball in a game of football.

ii. The second paper explained about composition of light. He proposed that light is composed of photons that sometimes exhibit wavelike characteristics and other time like particles. This paper resolved the three centuries old dispute about composition of light.

5.

A1

iii. The third paper explained about special relativity theory. It is a theory of structure of space time. This theory was applied in different fields. It is based on the principle relativity if we can assume that the speed of light is always the same and the laws of nature are constant then both time and motion are relative to observer.

iv. The fourth paper explained about General relativity theory. He called this theory the most important because it asked the question whether the inertia of the body depends on its energy content. He concluded with positive answer that inertia had been held to be depended upon mass alone. Such equivalence is expressed in the formula $E=MC^2$

3. How are the cables of suspension bridges made? (2072 Ashwin)

Ans: The cable of suspension bridge supports the entire weight of the deck of the bridge. The cables are composed of thousands of wires, made of high-tensile steel, which are galvanized to resist corrosion. Two or three hundred of these wires, each of about 0.19 inch in diameter, are clamped

together to form a single strand, and the whole cable may consist of a considerable number of such strands compacted and bound together with wire. In constructing the cable, two distinct methods may be adopted. The wires may either be twisted into strands, the strands then sometimes being twisted round a central strand to form the completed cable, or they may be spun parallel to each other, and clamped together at intervals. This is how cables of suspension bridges are made.

4. What is the importance of suspension bridges in Nepal. Explain it.

[2073 Bhadra]

Ans: A suspension bridge is a type of bridge in which the deck (the load-bearing portion) is hung below suspension cables on vertical suspenders. They are especially constructed where light traffic has to be carried over long spans. As Nepal is a Mountainous region and the country is poor, these types of bridges proves to be more economic, survey and design is less demanding and bridge technology is simple and easy to construct. For construction of these type of bridges highly skilled manpower is not required and they are more economic in material and are extremely strong and even their overall lifespan is considered to be long. So, suspension bridges proves to be of great importance in context of Nepal.

5. Point out the weaknesses of modern steam boilers?

Ans: The weaknesses of modern steam boilers are:-

- i. They are usually too large to be hand-stoked.
- ii. The working environment of a steam boiler is harsh because of the high temperatures.
- iii. Steam heating systems are not manufactured in large quantity hence parts can be difficult to obtain.
- iv. Steam heating systems can be difficult to evaluate because there are so many different systems. There are several unique proprietary systems, each with their own characteristics.
- v. These modern steam boiler systems can be noisy.
- vi. Due to change of state and higher temperatures steam boilers can be dangerous.

◆◆◆

CHAPTER 5

Grammar

1. Choose the correct word from the blanks.

- a) I met him after he had lost the job. (lost, had lost)
- b) Had he worked harder, he..... the exam. (would pass, would have passed)
- c) The passive voice of "I'll see you soon" is..... (I'll be seen soon, you'll be seen soon)
- d) He partedall his wealth. (from, with)
- e) Neither of two applicants.....suitable. (is, are)
- f) He complains..... severe headache. (of, about)
- g) I would do this if I.....allowed. (am, were)
- h) The servant says that tea..... ready. (was, is)
- i) She kept us..... (to wait, waiting)
- j) I wish my bother..... here (was, were)

2. Choose the correct word from the brackets.

- a) He, along with his teachers ... playing. (is, are)
- b) The principal & accountant..... on leave. (is, are)
- c) It a long time since he telephoned me. (is, has been)
- d) It's high time he the job. (got, has got)
- e) Had it not been a hot day, we..... a lot (had worked, would have worked)
- f) Should that happen, I the jobs. (should quit, will quit)
- g) I'll stand..... you whatever happens. (for, by)
- h) The project is running financial difficulties. (with, into)
- i) The passive voice of "I remember him teaching me algebra" is..... (I remember being taught algebra, I remember to being taught algebra by him.)

- j) The passive voice of "I Saw him crossing the road" is..... (He was seen crossing the road by me/ He was seen to be crossing the road)

3. Choose the best answer.

[2070 Bhadra]

- a) Five & five..... ten. (make, makes)
- b) My means.....limited. (is, are)
- c) I parted.....at the college gate. (with, from)
- d) Steel is mad..... iron. (from, of)
- e) I feel the room..... . (move, to move)
- f) Buy that book..... I will help you. (and, if)
- g) He told me that he..... many books. (had written, wrote)
- h) I remember.....to the museum by my father. (to be taken, being taken)
- i) I was please.....the news of his success. (by, with)
- j) Twenty..... by five is equal to four. (divided, has been divided)

4. Choose the best answer:

[2070 Magh]

- a) Rabin or his brother..... taken my pen. (has, have)
- b) Each of the cricketers..... given a motor bike. (was, were)
- c) She replied that she never..... brandy. (driuks, drank)
- d) The reporter claimed that there..... a murder. (has been, had been)
- e) Had I know that you were going, I..... a gift for you. (would buy, would have buy)
- f) If I..... you, I would not speak like that. (can, were)
- g) Help him, let him..... . (help, be helped)
- h) She teases me, I..... (am teased, was teased)
- i) He wrote me a letter.....ink. (in, with)
- j) My mother was very anxious..... of knowing about my condition. (of, with)

5. Choose the best answer.

[2072 Magh]

- a) The committee..... decided to increase the salary of their workers. (has, have)

- b) She thanked me for what I.....for her. (did, had done)
- c) Unless you pay us the charge, you.....punished. (will be, won't be)
- d) Neither you nor I.....going there. (am, are)
- e) Had he not teased her, she.....him. (would not have attack, would not have attacked)
- f) She kept starting..... me. (to, at)
- g) I love people helping me. In other words, I love helped. (having, being)
- h) I am extremely grateful..... you. (to, for)
- i) The passive voice of "see it" is..... . (let you been seen it, let it be seen)
- j) No sooner had they seen me, they..... away. (had rn, ran)

6. Choose the best answer.

[2072 Ashwin]

- a) Many a flower born to blush unseen. (is, are)
- b) Every boy and every girl..... give sweets. (was, were)
- c) He is absent..... the class. (from, in)
- d) Steal is made iron. (of, form)
- e) I saw him.....the race. (win, to win)
- f) If he comes to me, him. (help, would help)
- g) If one buys a car, it..... money. (cost, costs)
- h) New houses.....up everywhere. (go, are going)
- i) His words are strongly..... on my memory. (impressed, impressing)
- j) I should be..... (listened at, listened to)

7. Choose the best answer.

[2073 Bhadra]

- a) The man & woman..... determined to tell the truth. (is, are)
- b) The horse and carriage..... ready. (are, is)
- c) The teacher said that we..... mortal. (are, were)
- d) I was interested.....this book. (by, in)
- f) He is absent.....the class. (from, in)

- g) She cannot part..... her jewels. (from, with)
- h) Had you bought that car, you wouldn't have..... all that trouble. (had, had got)
- i) If one buys a car, it money. (cost, costs)
- j) I fell the room..... . (move, to move)

8. Choose the best answer:

[2073 Ashwin]

- a) The class..... debating this point. (is, are)
- b) Nothing but tress..... seen yesterday. (was, were)
- c) No sooner had she completed her report then Mr. Rana.....her. (telephoned, had telephoned)
- d) She talks as though she..... illiterate. (was, were)
- e) I hope that money is honestly cone..... . (of, by)
- f) Our math teacher really used to jump.....us when we got our answer wrong. (on, before)
- g) Were she to have more money, she.....dress more fashionably. (most, would)
- h) that happen, I will quit the job. (should, would)]
- i) The passive voice of " He wants someone to eat food "is..... (He wants food be eaten, He wants food to be eaten) .
- j) The passive voice of "I hate people tickling me" is..... (I hate being tickled, I hate having ticked)

CHAPTER 6

MLA and APA Styles of Citation

1. Change the following bibliographic references as indicated.

[2070 Bhadra]

- a) Giddens, A. (1990). *The consequences of Modernity*, Cambridge: Polity press into MLA
 ⇒ Giddens, A. The Consequences of Modernity. Cambridge: Polity press, 1990.
- b) Freire, P. (1972). The pedagogy of the oppressed. London: Penguin (into MLA)
 ⇒ Freire, P. The pedagogy of the oppressed. London: Penguin, 1972.
- c) Lawrence, T.E. *Revolt in the Desert*. New York: George H. Dorian, 1927.
 ⇒ Lawrence, T.E. (1927). Revolt in the desert. New York: George H. Dorian.
- d) Wolf, Daniel, *Lives of Notable gay men and lesbians* New York: Chelsea Publishing, 1995. (into APA)
 ⇒ Wolf, Daniel. (1995). Lives of notable gay men and lesbians. New York: Chelsea publishing.

2. Change the following bibliographic references from MLA style into APA.

[2069 Bhadra]

- a) Lawrence, T.E. *Revolt in the desert*, New York: George H. Dorian, 1927
 ⇒ Please refer to 2070 Bhadra 6 (c)
- b) Mack, John. *A Prince of our Disorder. The life of T.E. Lawrence* Cambridge: Harvard UP, 1998.
 ⇒ Mack, John. (1998). A prince of our disorder: The life of T.E. Lawrence. Cambridge: Harvard UP.
- c) Tabachnick, Stephen E. Ed. *The T.E. Lawrence Puzzle*, Athens: The U of Georgia P, 1984.
 ⇒ Tibachinck, Stephen, E. Ed. (1984). The T.E. Lawrence puzzle. Athens: The U of Georgia P.
- d) Please ref to 2070 Bhadra Question no 6 (c)

3. Change the following bibliographic references as indicated in the beackets: [2071 Bhadra]

- a) Joyce, Michael, Afternoon. A story Diskette, Waterston, Eastgate, (1987. (into APA)).
 ⇒ Joyce, Michael. (1987). Afternoon: A story. Diskette, Watertown, Eastgate.
- b) Kurusawa, Akira. Rashowon. Toshiro Migune. Daiei, 1950. (into APA).
 ⇒ Kurusawa, Akira (1950). Roshowon
- c) Rivers, W. (1968). Teaching foreign language skills, Chicago i Chicago University (into MLA)
 ⇒ Rivers, W. Teaching Foreign Language Skills. Chicago : Chicago University, 1968.
- d) White, R (1991). Process writing. London : Longman. (into MLA)
 ⇒ White, R. Process Writing. London Longman, 1991.

4. Put following into APA and MLA styles of citation. [2072 Ashwin]

Name of the book-Reading though the cangage arts
 Author's Name-Angela M. Reside
 Publisher- Thomas Nelson (Australia) limited
 Publishing Place-Australia
 year of publication-1973

Ans:

APA: Ridsdale, A.M. (1973). Reading thought the language arts.

Australia: Thomas Nelson (Australia) Limited.

MLA: Ridsdale, Angela. M. Reading through the language Arts.

Australia: Thomas Nelion (Australia) Limited, 1973.

5. Arrange the following into APA and MLA types of citations

[2072 Magh]

- a) Swam, M (2005). Practical English Usage Dr. ford oxford university, press (in to MLA)
 ⇒ Swan, M. Practical English Usage. Oxford: Oxford University press, 2005
- b) Nadell, Judith, et al. The Macmillan writer. Boston: Allyn and Becon, 1997 (into APA)
 ⇒ Nadell, Judith, et at. (1997). The Macmillan writer. Boston. Allyn and Becon.

- c) Marks, J. (1999). It stress timing real? ECT Journal, 53. (into MLA)
 ⇒ Marks, J. "Is stress-Timing Real?" ECT Journal, 53, 1999.
- d) Bennetl, W.A. Aspects to Language and language Learning, Longman; 1973
 ⇒ Beunett, W.A. Aspects to Language and Language Learning. Longman, 1973.

6. Arrange the following into APA and MLA types of citations

[2073 Bhadra]

Author's Name: Mary Douglas
 Name of the book: Purity and Danger: An analysis of the concepts of pollution.
 Place of publication: London
 Name of publisher: Routledge
 Date of Publication: 1966

Ans: APA: Douglas, M. (1966). Purity and danger: An analysis of the concepts of pollution. London: Routledge.

MLA: Douglas, Many. Purity and Danger: An Analysis of the concept of pollution. London: Routledge, 1966.

7. 2071 Magh

Refer to 2072 Ashwin

8. 2070 Magh

Please refer to 2070 Bhadra and 2072 Magh



CHAPTER

7

Notice, Agenda and Minute

1. Writing notice with agenda and minutes.

⇒ Agenda and minutes are two of the most important ingredient of a meeting. There is much confusion between them. The confusion is cleared hereby.

Agenda:

Agenda is a word that is used to describe the schedule on the program of the meeting. It is a list of things that need to be done or discussed during the meeting. Any formal meeting that is organized requires making its agenda. The objective of agenda is to make sure that the participants prepare according and not caught unawares.

Minutes:

Minute is a term that is used to refer to an official record of the proceedings during a formal meeting. These minutes serve as a record of what happened during a meeting as also to remind people in case they forget. The minute are also useful for all those who are not able to attend the meeting as they get to know everything that took place during the meeting. It contains the a name of the venue, the date and time of the meeting and the list of all those attended the meeting.

2. What is the difference between agenda and minutes?

- Agenda is schedule of a meeting and tells the sequence of event during the meeting to let the guest prepare in advance.
- Minutes refers to the official record of the proceedings of a formal meeting. Minutes are important to remind what happened during a meeting.

3. As a secretary your college union writes the minute of a recently conducted fifth meeting venting at least time agenda. 2069 Bhadra

Nepal Student Union

Pulchok, Lalitpur

Your ref.....

Our ref.....

Minutes of fifth meeting

The fifth meeting of this union held on Sunday 17th September 2016 klithin the college premises under the chairmanship of Mr. the

chairman of this club discussed agenda and poised the resolution as below:

Members present

1. Mr. - Chairman
2. Mr. - V. Chairman
3. Mr. - Treasures
4. Mr. - V. Secretary
5. Mr. - Secretary
6. Mr. - Member
7. Mr. - Member

Member absent:

1. Mr. - Member

S.N.	Agenda	Decision
5.01	Confirmation of the minutes of last meeting	The minutes of meeting held on 15 th September 2016 were approved and signed by chairman.
5.02	Cleaning programme	To make the college area clean cleaning programme was schedule to be held on 28 th September 2016.
5.03	Blood donation programme	Considering the need of local hospitals to provide blood to their patients the union decided to organize BDP on 29 th September, 2016
5.04	Distributing the old question collection and syllabus.	To help the first year students in their study it was decided to distribute study materials at 4 P.M on 4 October.
5.05	Conducting civil Exhibition	It was decided to organize an formal get-together with college officials for conducting civil exhibition on 6 th october.

As no other matter was raised, the meeting ended with a vote of thanks to the chairman

.....
Chairman

.....
Secretary

4. Suppose you are the secretary of your local Town Assembly whose tenth meeting has been held recently. Write the minutes of same inventing the most relevant agenda. [2070 Bhadra]

Anamnagar Society
Anamnagar, Kathmandu

Your ref.....

Our ref.....

Minutes of fifth meeting

The fifth meeting of the club held on Sunday 05th March 2017 at 11 A.M discussed agenda and passed the resolution as below:

Members present

1. Mr. Hari Yadav - Chairman
2. Mr. Rakesh Sharma - V. Chairman
3. Mr. Ramesh Khatun - V. Secretary
4. Mr. Krishna Sapkota - Treasurer
5. Mr. Ritesh Sharma - Member

S.N.	Agenda	Decision
10.01	Establishment of library	Considering the need of local people to form the library, the society decided to conduct Book Donation program on 20 th April 2016.
10.02	Cleaning programme	The Society decided to conduct cleaning programme within the anamnagar area on Saturday, 27 th April 2016
10.03	Blood donation programme	Considering the urgent need of blood the society decided to organize Blood Donation Programme on 29 th April 2016.

The meeting ended with the vote of thanks to chairman

.....

Chairman

Secretary

5. Imagine that you are secretary of newly elected committee of engineers. Write the minutes of the first meeting inventing necessary agenda and details. (2070 Magh)

Nepal Engineers Committee
Pulchok, Lalitpur

Your ref.....

Our ref.....

Minutes of First meeting

Minute of the first meeting of engineers committee held at engineer council meeting hall at 1:00 m on 1st Magh 2069.

Members present

1. Mr. Pramod Dhimal - Chairman
2. Mr. Ramesh Gautam - V. Chairman
3. Mr. Roshan Pandit - Treasures
4. Mr. Hari Shrestha - V. Secretary
5. Mr. Rajkumar Parajuli - Secretary
6. Mr. Sagar Thapa - Member
7. Mr. Rochit Ghimire - Member

S.N.	Subject	Minutes
1.01	Initial step for water supply project	The initiation of water supply project was done by receiving the permission for chairman.
1.02	Opening the investment opportunity for public in project	It was decided to organize the press conference to give notice about investment opportunity to public in projects.
1.04	Establishment of new meeting hall	Considering the need and convertibility of the committee member it was decided to 100k for the larger meeting hall.
1.05	Conducting exhibition	It was decided to conduct engineering exhibition on 7 th January.

As no other matter was raised, the meeting ended with a vote of thanks to the chairman

.....
Chairman

.....
Secretary

6. Inventing necessary details, write a notice with four point agenda for the forth writing fifth meeting of your local social club. [2071 Bhadra]

Leo Club

Anamnagar, Kathmandu

Your ref.....

Our ref.....

Notice

Notice is hereby giver for the fifth meeting of Leo club to be held at 11.Am. on Thursday 15 March 2016, at garden Avenue. The agenda of meeting are attached here with.

Agenda

- 5.01 Confirmation of minute of last meeting
- 5.02 Blood Donation Programme
- 5.03 Stationary materials donation Programme
- 5.04 Street light implementation

Please make it convenient for you.

.....

Chairman

.....

Secretary

Date: 11th February, 2016

7. You are named the secretary of a committee formed to distribute donated materials among victims of a certain natural disaster. Assuming necessary information write a notice along with a three point agenda to call its second meeting [2071 Magh]

Daari Gang Committee

Pulchok, Lalitpur

Your ref.....

Our ref.....

Notice

It is hereby notified that the second meeting of this committee is scheduled to be hold at 3pm on Monday, 29th February, 2017 in order to discuss some agenda regarding the distribution of donated materials among victims of earthquake. Therefore you are co- cordially invited to the meeting. The agenda of meeting are attached here with.

Agenda

- 2.01 Confirmation of minutes of last meeting
- 2.02 Accumulation of donated materials
- 2.03 Distribution of accumulated materials

Please make it conrenient for you

.....

Chairman

Secretary

Date: 27th February, 2017

8. Investing all the necessary details, draft a notice with four point agenda for 20th meeting of a local youth club regarding establishment of library for locality. [2072 Ashwin]

Satyanarayan Youth club Anamnagar, Kathmandu	
Your ref.....	Our ref.....
Notice It is hereby notified that the twentieth (20 th) meeting of this club is scheduled to be held at 2 pm on Monday, 28 th January, 2017 in order to discuss some agenda regarding the establishment of library for the locality. Therefore, you are cordially invited to the meeting. The agenda of meeting are attached herewith.	
Agenda 20.01 Confirmation of the minutes of last meeting 20.02 Selection of suitable place for library 20.03 Collection of books 20.04 Appointment of subject committee for library operation Please make it convenient for you	
..... Chairman Date: 19 th December, 2016 Secretary

9. Suppose you are the secretary of karki construction pvt. ltd and meeting of the executive committee has been held recently. Inventing the most relevant agenda. write minute of the same. [2072 Magh]

Karki Construction pvt ltd.
 Baneshwor, Kathmandu

Your ref..... Our ref.....

Minutes of fifth meeting

The fifth meeting of this company held on Sunday 21st October 2017 at the meeting hall of this company under the chairmanship of Mr. Bikram Lama, the chairman of this company discussed agenda and poised the resolution as below:

Members present

- | | | |
|----------------------|---------------|-------|
| 1. Mr. Hari Yadav | - Chairman | |
| 2. Mr. Ramesh Gaire | - V. Chairman | |
| 3. Mr. Pramod Panthi | - Treasures | |

4. Mr. Prajan Soonar - Member
5. Mr. Roshan Gautam - Member
6. Mr. Rajan Dallakoti - Secretary

Member absent

1. Mr. Rajkumar Shrestha - Vice-Secretary
2. Mr. Sagar Darlami - Member

S.N.	Agenda	Minutes
5.01	Confirmation of minutes of last meeting	The minutes of the meeting held on 15 th March 2017 were approved and signed by the chairman
5.02	Director's Report and Annual Accounts	The director's Report and Annual accounts circulated therewith were taken as read. Annual accounts as audited by the company's auditors were approved and adopted.
5.03	Auditor's report	The auditor's report which had already been circulated was taken as read and approved.
5.04	Appointment of auditors	Mr. Kumar auditors of company for this fiscal year at a fee Rs. 10,000.

The meeting ended with a vote of thanks to chairman

.....
Chairman

.....
Secretary

**CHAPTER
8**

Report Writing

a) Progress Report & Memo Report

Progress Report:

Progress reports are an important part of project management. Whether, it's your dissertation or a project at work. You will need to use these to keep your supervisor, your colleagues, or your clients updated about the project you are working on. You will be focusing on what you've accomplished and what still needs to be done.

How to write progress report:

Part one of three:

A. Beginning the process

- i) Figure out what your purpose is for the progress report.
- ii) Consider the kind of things that your audience is going to need to know in the report.
- iii) Decide the best way to communication with your audience.
- iv) Check with your supervisor.
- v) Consider your tone (either formal or informal)

Part II of three:

- i) Decide how you want to present your materials
- ii) Consider using sub-sections
- iii) Write the Heading
 - includes date, when report was submitted, name and position of recipient, writers name and position and the subject of report.
- iv) Write introductory section
 - include purpose of report, update on progress of project.
- v) Do the body of proposal
 - task accomplished since last report
 - task ongoing
 - problems encountered
 - potential solution
- vi) address what is next for your project
 - make sure whether deadline has changed or not

- vii) add total hours work

Part III

- i) Make sure you stay on topic
- ii) Keep it simple
- iii) try to avoid being too vague
- iv) Cut down expressive wording
- v) City your sour us, of any.

Informal Report

Memo report:

A memo report is an inform report formal often used to reply to are quest for information. Memo reports are intended for internal use.

How to write memo

- I)
 1. Type "MEMORANDUM" at the top of page.
 2. Address recipient appropriately.
 3. Write your name in the "From" line.
 4. Include the date.
 5. Choose specific phrase for the subject line.
 6. Format the heading properly.
- II)
 1. Consider who the audience should be [important to tailor the tone, length and level of formality]
 2. Skip formal salutation.
 3. Introduce problem & issue on first paragraph.
 4. Give context for issue at hand.
 5. Support your cause of action in discussion segment.
 6. Suggest action reader should take.
 7. Close memo with positive warm summary.
- III)
 1. Formal your on emo properly.
 2. Proof read your memo
 3. Hand write your initial by your name
 4. Use memo letterhead
 5. Choose your method of delusory

1. As the chief contractor of a hydro-power project launched in one of the remote sites, write the second quarterly progress report in memo format. [2072 Ashwin]

BANESHWOR, KATHMANDU
INTEROFFICE MEMORANDUM

DATE : June 11, 2017

To : Krishna Rijal, Director

Form : Ramesh Dhimal, chief contractor

SUBJECT : Second quarterly report on hydropower project

INTRODUCTION

In response to your July 30, 2017, request, following is our second quarterly report on hydro-power project. As mentioned in our first report the initial preparation required for any project such as Reconnaissance, talk program with local, seeking for locally available materials has been done. From now onwards we are likely to get help from government sector such as army and police personnel.

DISCUSSION:

Work Accomplished:

In this second quarter, We've Completed the following:

1. **Construction materials:** Construction materials such as aggregates which needed to be obtained from other farther sites, as mentioned in first report, due to deficiency in construction sites has been supplied from the other sites. This work was completed by July 18, 2017.
2. **Construction:** After the above works, whole construction of the dam and placing the foundation is needed. This is the much bigger portion of the project.
3. **Sub-grade investigation:** After completing surface investigation before our first report we have also completed sub-grade investigation before our second report. This was completed on 12th July, 2017.
4. **Approval:** After receiving the permission of construction of dam from the government on site, the site was further reviewed by the national and international organization. They were very much satisfied by our site. This approval occurred on 8th July 2017.

Work Remaining:

1. **Foundation:** The engineers committee is yet to decide the type of foundation and exact location for placing the foundation. Earlier

of
no

the location was decided but it is being further examined for better safety.

2. **Traffic concern:** As this site is on rural area or remote site, the roads being narrower and newly constructed it needs to be extended a bit nearer to the construction site for unloading of constructing materials.

Problems encountered:

Due to the seasonal problems such as rain, flood our work has delayed. As construction of dam needs much precaution and due to unavailability of highly experienced engineer's we need to repeat our process to confirm the work in initial stages.

This schedule delay and rain will affect our budget.

Conclusion/Recommendation:

We are through the half stage of estimated time period we are approximately 30 percent of the way toward goal due to the above mentioned problems. We anticipate to increase the rate of construction in dry season and complete the project timely.

Only due to the seasonal problem we are behind the Schedule and likely over cost. But with the help of more supervisor and labours along with the highly experienced engineers I hope we will be meeting our constructing schedule.

2. Suppose you are doing a project on the construction of a building for a library. Write a report about the progress of the work you have completed so far. Invent all necessary details. [2072 Magh-June]

Date: 28, 2016

To: Sujan Gautam

From: Ishwor Ghimire

Subject: First Quarterly Report-project construction of library Building.

INTRODUCTION:

In response to your January 2016 request following is our first quarterly report on project construction of library Building. This construction is on the starting phase.

The construction plan includes the following:

1. Building construction : foundation, pillar truss, wall
2. Site clearance: old huts, garbage, tress

DISCUSSION

Work accomplished:

In this first quarter, we've completed the following:

1. **Permission:** Once site visitation were held our constructing team from the university team acquired building permits from the university.

We accomplished this task on February 30, 2016.

2. **Manpower:** Labourers required for the construction purpose were finalized by co-operating with our sub-contractors.

This was completed on March 25, 2016.

3. **Sample screening:** Screening of sample has been completed with passing accuracy of 88 percent.

This meets our goal of 80% Sample screening was completed on 15 March 2016.

4. **Foundation:** Mat type of foundation was approved by engineers and the work for foundation was completed by 18th May 2016.

Work Remaining:

To complete our project, we need to accomplish the following:

1. **Construction:** The entire building is to be built. Thus, construction comprises the largest remaining task.
2. **Signage:** With the building being constructed, there might be danger of falling of material, so signage is yet to be fixed.
3. **Landscaping:** As the library area needs to be peaceful and user-friendly for students, planting of less and shrubs so as to make the pleasing environment needs to be done.

Problems encounters

As the sub-surface investigation was done it was found that soil has varying bearing capacity within the construction site. Also as the library was near to the class rooms of university it became quite a problem in initial stage due to the sound noise pollution resulting the disturbances in study.

Conclusion/Recommendation

Though we have just begin the project, we still are approximately 25 percent of way towards our objective. We are hopeful the construction would be completed in time.

Only the soil caused a problem resulting in delaying with additional fund and more manpower, we can meet our target dates. With your helps we should meet our time schedule of construction.

3. Suppose you are the chief consultant of Bagmati Bridge maintenance project. Write a progress report in memo report. [2071 Bhadra]

Pulchowk, Lalitpur

Inter Office Memorandum

DATE : July 15, 2017

To : Director

Form : Chief contractor

SUBJECT: First Monthly Report on Bridge Maintenance project.

INTRODUCTION:

In response to your June 13, 2017, request following is our first monthly report on Bridge Maintenance project. The maintenance program is on the initial stage. At this initial stage we are preparing roadmap. The maintenance plan includes the following:-

- a) Testing: various components of Bridge like concrete portion, reinforcement etc.
- b) Resolving the problems encountered during testing.

DISCUSSION:

Work accomplished:

During this first monthly period we accomplished following works.

1. **Permission:** Permission from the road development sector along with the handful co-ordination with traffic officials has been done. This was done on July 1, 2017.
2. **Testing:** Non-destructive test on half portion of the Bridge has been done. The result obtained through this test is likely to be similar for another half portion. This test was completed by July 13, 2017.
3. **Planning:** For maintenance work, it is not wise to obstruct the road. So as traffic volume is less during night these work has been planned to perform at night hours. This planning was approved by road and traffic department on 3rd July 2017.

Works Remaining:

1. **Destructive test:** Only non-destruction test is not sufficient to know the extent of deterioration of the existing materials. So, to finalize the requirement of reconstruction materials destructive test also need to be done.
2. **Materials for maintenance:-** it is yet to find out the exact quantity and quality of materials that would be needed for

maintenance. After getting this, the source for materials and cost required to be estimated.

3. **Replacement:** During the test we encounter with the deteriorated and degraded materials. These needs to be replaced by materials of same dimension and the required quality.

Problems encountered:

As this bridge carries high traffic volume we need to perform the test at various intervals, this delayed our testing works. At initial stage it was even difficult due to the crowd being gathered around.

CONCLUSION/RECOMMENDATION:

We are through the initial stage of this project and the work is being done as per scheduled. The rate of maintenance works can be increased if we are provided with the increased no. of testing machines. Your concern toward the project will be very helpful in the energy stage of project.

4. Write a brief report in memo format on damaged causes by landslide in Sindhupalchok district.

Ministry of Reconstruction and development

Baneshwor, Kathmandu

Inter Office Memorandum

DATE : 2 Ashoj, 2017

Form :

SUBJECT: Damages caused by landslide in sindhuplachwk

Please refer to you Memo No.....dated 17th Sharawan. 2072, asking me to examine the damages caused by the landslide.

Problem:

Interaction with the locals and by visual observation along with help from local VDC we came across the following damages cause by landslide.

The landside has done major damage in houses and also affected irrigation. The landslide claimed 156 lives and many more lives tocks. The event has displaced about 436 people. About 165 houses were damaged completely and 37 households were partially damaged. The landslide created a dam across the river creating havoc amongst the local resident 50 the people residing near river upstream or downstream are forced to a leave their houses during raing seasons.

The landslide has completely abstracted the Araniko highway the only route to connect Kathmandu and sindhupalchowk, and soft is

not possible to pass through landslide further to the north. The electrical and telephone poles are also damaged so people even in non-affected areas in north are also encountering problems.

It has been estimated that around 30-35 vehicles were damaged severely taking the lives of people within it. They went damaged the left bank of Sunterhi area and the utensils, food graine from landside area sere sprend to opposite bank upto light of 100m. The two gates of sunkoshi powerhouse barrage also has been damaged.

So overally the transmission lines, road, louses, powerhouse, bridge has been damaged by the landside.

4. Imagine you are the chief consultant of a construction company which has under taken a four-year long repair and maintenance project on Tribhuvan Highway. Write a second monthly progress report in memo-format. [2071 Bhadra]

BANESHWOR, KATHMANDU

DATE : June 22, 2017

To : Krishna Timilsina, Director

Form : Ramesh Thapa, Chief-consultant

SUBJECT: Second quarterly report on repair and maintenance project on Trubhuvan Highway.

INTRODUCTION:

In response to your June 10, 2017, request, following is our second monthly report on Nepal and maintenance on Trivhuvan highway. As mentioned in our first repot the initial preparation required for any project such as Reconnaissance, talk programme with locals seeking for local advice and suggestions along with the availability of resources around the locality. From now onwards we are likely to get help form government sectors such as army and police personnel.

DISCUSSION

Work a accomplished

In this second quarter, we've completed the following:

1. Construction materials: Construction materials such as agg which needed to be obtained from other farther sites as mentioned in first report, due to deficiency in construction sited has been supplied from the other sites. This work was completed by July 18, 2017.

2. Initiation of construction: After the supply to reqd materials, repair to the damaged position of the roads were initiated.

Work Remaining:

1. Cleaning to roads. The road is yet to be cleaned by super vacuum junction pipe to remove dust and dirt that decreases the efficiency of adhesion of asphalt and aggregates.
2. Construction: After full cleansing work, the whole repair of roads with the application of aggregates, bitumen along with other materials is yet to be done. This is the much bigger portion of the project. Furthermore maintenance of thus constructed was is to be taken care of

Problems encountered:

Due to the seasonal problems such as rain, flood, etc our work has been delayed. As construction, repair and maintenance of road needs much precaution on and due to unavailability of highly experienced engineers, we need to repeat our process to confirm the worked in initial stages. Along with these problems, the major problem of traffic management has caused havocs along the highway.

Conclusion recommendation:

We are through the half stage of estimated time period we are approximates 40 percent of the way forwards the goal due to above-mentioned problems we anticipate to increase the rate of construction in dry season and complete the project timely.

Only due to seasonal problem, we are behind the schedule and likely overcast. But with the help of more supervisors and labours along with the highly experienced engineers. I hope we will be meeting our constructing schedule.

(b) Technical Report Writing Report

A report is a systematic, well organized document which defines and analysis a subject or problem and which may include:

- the record of a sequence of events
- interpretation of the significance of these events or facts
- evaluation of the facts or results of research presented
- discussion of the outcomes of a decision or course of action
- Conclusion
- Recommendations

Report must always be

- accurate
- concise
- clear
- well structured

1. Write a report on development of information technology in Nepal in the past five years. Show only the title page, introduction and conclusion parts of the report. [IOE]

Title page	
Report Number: R7	
A REPORT ON DEVELOPMENT ON INFORMATION TECHNOLOGY IN NEPAL	
Submitted to: Shyam Pudasaini Chief Engineer	
Submitted by: Himal Budhathoki Senior Engineer	
Approved by: Tsering Sherpa Director	Ministry of Science and Technology Kathmandu, Nepal August 10, 2016

Introduction

The development of information technology is widely recognized as a vehicle for economical growth of a nation. It underpins are of the basic rights to human being, that is, the right to seek, receive and impart information. It has redefined life styles and development perspectives and thus significant investments are being made both in the private as well as public sectors to benefit from it. More and more nations are gearing up to meet the challenges of the digital economy and to participate in an increasingly knowledge based society.

Development of IT (Information Technology) is seen in the form of multimedia, radio, cable television. Computers, internet, wireless technology, optical fibers, satellite connectivity and much more. Its utility is more significant for servicing the rural and remote areas by connecting people there and bringing them in the development mainstream through the exchange of vital information. These services may in health care, education, painful employment, agriculture and marketing, entertainment, property records, improving economic conditions, etc..

The main objective of the study development of IT in past 5 years and is to recommend the policy, legal, institutional and administrative reforms to expand IT enabled services in Nepal through public private partnership. IT could become a key success sector to bridge the rural urban gap and channeling socio-economic development efforts to the rural areas.

The major source of information has been relevant people of the sector extending from policy level to operative levels. Interactions and interviews were held with concerned officials of Ministry of information and communication. Ministry of Environment, Science & Technology, National Information Technology centre & High level commission for Information Technology.

The study was done in considerably limited time of one month. The interactions and interviews were based only in Kathmandu Valley. Field visits beyond the perimeter of Kathmandu valley was done for the information.

Conclusions:

The information technology situation is Nepal heading towards rapid development. There are more than 300 private computer training institutes to fulfill the people's quest for new knowledge & skills. It has played significant role in promoting it awareness in the country.

In the education sector also IT subject have been introduced from primary to higher secondary level. These days, there are many colleges running graduate level academic, IT courses.

Internet technology has also been introduced to the country. There is more than 7 private Internet Service Provider (ISP) in the Kathmandu Valley besides NTC. Government has also issued license for cellular & WLL networks to private parties.

These days many teenagers are hooked to internet chat & mail services. Internet is fast becoming a house hold necessity. Internet users are estimated to be around 200,000 currently & it is fast increasing.

The government has also brought forward IT policy to encourage. IT related activities Nepali IT companies are trying to get a breakthrough in the global market. IT is the main hope for a landlocked mountainous country like Nepal.

2. Assume that you are asked to prepare a final report of road expressing project that you have handled. Write introduction, objectives, methodology and conclusion giving a clear outline of the rest of the components. [IOE 2071]

Introduction

This is the Final Report of the study conducted for expansion of road Narayanghat to Mugling running alongside the Trishuli river. The road is set to be widened to facilitate fast paced two-way transportation. Funded by World Bank, the \$ 99 million is expected to reduce the transport time and logistical costs for bilateral trade between the two neighbors' Nepal and India and transit trade along the Kathmandu-Kolkata Corridor.

The project is scheduled to be completed within the next two years (April, 2017) will upgrade and expand 33 km section of the Narayanghat-Mugling road to the Asian Highway standard and address road safety, axle road control and environmental sustainability issues along the trade corridor. The road section that 6-7 meters wide at present will be expanded to double road with a width of 9-11 meters upon completion. The road section from Aanptari, Chitwan to Tugdi will be expanded by upto 11 meters while remaining portion will be 9 meters wide. The road stretch spanning 33.2 kms will be constructed in three phases.

The study commenced in September 2012 with initial completion date in December 2013. A series of bi-monthly reports were also submitted in February, April, June, August & October 2013.

3.

Objectives

The proposed development objective is to facilitate efficient transit and transport of goods traded between Nepal and India. This will be done by removing key trade related constraints within Nepal, and alleviating soft barriers to trade between Nepal and India.

The objective of project is also facilitating other component of project like modernizing transport and transit arrangements between Nepal & India, strengthening Trade-Related Institutional capacity of Nepal & improve trade-related infrastructure.

Methodology

Questionnaire and formats were developed for survey and necessary data collection. Data/information on natural/biological, physical and social parameters was generated through field survey and literature review. Primary data and information was generated through field observation and surveys, questionnaire, focus group discussion, consultation with key stakeholders and from professional judgment. Stakeholders consulted with in the data collected included officials from Department of roads, Department of Forest, Department of National Parks and Wildlife Conservation, Range Official, Non-Government Organization, local people, Road users including truck and bus operators, and fisherman along the project route.

Secondary information was collected through published and unpublished reports and maps. Also, secondary data were collected from information of Department of Roads (DoR).

Conclusion

The project will charges the traffic volume and road capacity by expansion of road. There are a number of special issues that need to be considered in road widening like joint cracking between the old and new parts of the road, non-uniform cements between the old & new parts of embankment & stability problem such effect were avoided by good survey and design and also correct widening method and structures is chosen to avoid extra costs.

3. Write an outline of the final project on building a road report. Write the title page, introduction, budget and conclusion part of it.

Title page

Report Number: R7

A
FINAL REPORT
ON
BUILDING ROAD GAIRIGAON TO MANAHARI

SUBMITTED TO:

Shuva sharma
Chief Engineer

SUBMITTED BY:

Arun Adhikari
Senior engineer

APPROVED BY:

Shyam Khanal

Rural Transport Infrastructure Specialist

MINISTRY OF PHYSICAL PLANNING AND WORKS

DEPARTMENT OF ROADS

BABARMAHAL, KATHMANDU, NEPAL

April, 2013

Introduction

This final report sets out the findings and engineering design details of the study of the road from Gairgaon to Manaharis through Dadakharka and Bharta in Makawanpur district. This is the new linkage between Gairigaon to Manahari with total length of 33 km. The Mahendra highway joins Manahari bazaar. It is 30 km far from the district headquarter. Transport facilities help in developing access to rural-urban linkages; stimulate crop production and marketing activities. Road construction has been seen to bring about enthusiasm and visible changes in rural life. District Transport Master Plan (DTMP) is being developed in the district to support investments in transport development with appropriate guideline and criteria for rational and transparent decision making process. The Manahari is considered as potential area for tourism place as it is linked near with Chitwan Wildlife Conservation. This road also connects Gupteswori and Krishna Temple and Chhyangdung Gumba, the religious & historical place of this region. The road is very important because it

covers 5 VDCS of western part of district by 50 km road whereas 17 km is existing and 33km should be constructed and proposed a new. The population per km is 28.6, loss of forest per km 4.63 Ha, cultivated land is 7.61 Ha per km, religious & tourist places are 5, loss of forest 4.63 Ha/km, etc. compared with other it is prioritized rank 1.

Budget

The total budget for construction of proposed road is estimated to be Rs. 9 crore.

S. N.	Description	Unit	Rate	Quantity	Amounting
			in NRS 000	-	NRS.000
1.	Feasibility study	km	7	15	105
2.	Detailed Engineering survey, Roads	km	48	33	1584
3.	Environmental studies	km	15	33	c195
4.	Geo-technical studies	No	800	1.6	1280
5.	Land Acquisition	Sq. m	0.3	3300	9900
6.	Construction Survey	km	20	33	660
7.	Survey of bridges (detailed)	No.	800	1	800
8.	Earth work				
	a) Cutting	cum.	0.175	122306	21403
	b) Filling	cum.	0.15	57269	8590
9.	Retaining Structures				
	a) Gabion	cum	3.6	3028.4	1090
	b) RCC	cum	20	485	9700
	c) Dry stone	cum	2.9	5727	1660
10	Drain construction				
	a) Earthen	km	350	21	7350
	b) Dry stone	km	1200	9	1080
11	Culvert construction				
	a) Pipe culvert	No	200	66	13200
	b) Causeway	No	2000	3	6000
12	Bridge Construction	Rm	1000	1	1000
13	pavement works & others				12833

Conclusion

One of the important aims of this road is to provide access to the economical potential areas. It will improve social and cultural environment. New educational, cultural and health centers will have an access thus making high living standards and quality life of the population. Income generation of people will get enhanced. Horticulture, animal husbandry & dairy products income will be developed along the route.

The proposed project does not pose any significant negative impacts on physical environment. The minor impacts on surface water and natural drainage hydrology, disturbances to existing landscapes can be contained and mitigated through bio-engineering measures. The bio-engineering treatment for road slope stabilization, drainage outlet management & restoration of infrastructure facility will be implemented. To acquire the private properties for the project, compensation, readjustment and resettlement plan should carefully worked out prior to project initiation.

4. Write the cover page introduction, discussion and conclusions of yours report on the caused to road accident on the highways giving just the outlines of the rest of the parts. [IOE 2070 Bhadra]

Cover page**Report Number:R4**

A
REPORT
ON
CAUSES OF ROAD ACCIDENTS ON THE HIGHWAYS

SUBMITTED BY:
JAYANTI ACHARYA
SENIOR ENGINEER

MINISTRY OF PHYSICAL INFRASTRUCTURE AND TRANSPORT
KATHMANDU

SEPTEMBER, 2016

Introduction

This report describes the causes, problems and solutions to be implemented for reducing road accidents on the highway. Road accidents are undoubtedly the most frequent and, overall, the cause of the most damage. The alarming increase in the frequency of accidents shows just how unsafe our roads are. Among the various reasons for road fatalities, drink-driving is very prominent. The various reasons for road fatalities include driver negligence, over-speeding, overtaking, drink-driving, technical problems in the vehicles, overloading and obstruction by animals. The sorry state of the roads is also blamed.

The government has identified major problems, risks and challenges related to road safety in its "Nepal Road safety Action plan 2013-2020" introduced by the Department of Roads (DoR). The number of accidents and death toll, however, have remained unchanged even after the action plan came into effect.

This study utilized secondary data analysis and systematic literature review to investigate the specific problems and available information with regard to causes of road accidents. The secondary data were retrieved from traffic police records to analyze the accident patterns in highways. The study strength included the incorporation of national data and published studies.

This study adopted two approaches (i) secondary data analysis and (ii) systematic literature review. Secondary data analysis consists of company retrieved data of police headquarters with rest of the country.

Systematic reviews electronic databases were searched for relevant articles describing epidemiology of road accidents in Nepal.

Discussion

Nepal suffers a heavy burden from road accidents on highways. The number of road fatalities per year is far more than those caused by natural. The 2013 report says fatalities per 1,00,000 vehicles per year is 1,677 in Nepal. Afghanistan has 1,448, whereas India, China and Japan have 100, 36 and 7 respectively. This means that one person died in every five accidents in Nepal in 2015, whereas the figure for Japan is one death in every 150 accidents.

There was a total of 8,406 road accidents in fiscal year 2013/2014, while the figure for 2014/2015 and 2015/2016 are 9,145 and 10,013 respectively, according to data maintained by Nepal Police. These

figure, however, are thought to be lower than the actual number of incidents. A status paper on Road safety in Nepal states, "Because of absence of dedicated lead agency for road safety, the accident data base system is poor in the country."

According to study carried out, more than half the road accident were caused by human factors while 15 percent were due to narrow and defective roads, some of the major causes related to road accidents on highway are

- 1) Driver negligence
- 2) Roads and bridge without walkways and other required road-safety features
- 3) Narrow bridge approaches
- 4) Poor visibility at blind corners
- 5) Unforgiving side-drains
- 6) Inadequate safety barriers at steep vertical drops
- 7) Unscientific location of passing bays in single lane roads
- 8) Lack of climbing lanes
- 9) Very steep gradients at numerous sections
- 10) Drink-driving
- 11) Random roadside parking
- 12) Poor road conditions
- 13) Lack of awareness of traffic rules by stakeholders
- 14) Reckless pedestrian crossing.

This through investigation on causes with detailed accounts of drivers and persons involved would provide useful insights for the prevention of road accidents on highway in Nepal.

Conclusion

Skilled human resource, proper plan and working modality, availability of necessary fund, adequate legal provision and its enforcement, awareness in all road users and proper coordination are the essentials of road safety. The fatalities are occurring mainly on highways caused by bus crashes in hilly districts out of Kathmandu valley. Traffic police data and medical records provide the sources for information. A thorough investigation of causes of crashes, especially bus-only crashes on highway and systematic recording of road accidents are recommended for the development of effective intervention to curtail and prevent road accident in the highway in Nepal.

References

- 1) WHO Global status report on road safety 2013. Geneva: World Health organization, 2016.
- 2) GoN. Road statistic data Kathmandu: Government of Nepal, Ministry of Physical Infrastructure and Transport, 2016.
- 3) Thapa A Status paper on road safety in Nepal Kathmandu: Government of Nepal, Ministry of physical Infrastructins and Transport, 2015.

5. Suppose that you are invited to submit a report on the devastating earthquake of April 25, 2015 in our country. Prepare only the title page, discuss and recommendation parts of your report.

[IOE 2072 Magh]

Title page

Report Number: R6

A
REPORT
ON
EARTHQUAKE IN NEPAL, 2015

SUBMITTED TO:
SUMAN BARAL
CHIEF ENGINEER

SUBMITTED BY:
ANJU THAPA
SENIOR ENGINEER

APPROVED BY:
MAHESH GIRI
DIRECTOR

MINISTRY OF POPULATION AND ENVIRONMENT
KATHMANDU

JULY, 2015

DISCUSSION

The April 2015 Nepal earthquake (also known as the Gorkha earthquake) killed nearly 9,000 people and injured nearly 22,000. It occurred at 11:56 Nepal standard time on 25 April, with a magnitude of 7.8 Richter scale. Its epicenter was east of Gorkha district at Barpak, Gorkha and its hypocenter was at a depth of approximately 8.2km. It was the worst natural disaster to strike Nepal since the 1934 Nepal-Bihar earthquake. The ground motion recorded in Kathmandu valley was of low frequency which, along with its occurrence at an hour where many people in rural areas were working outdoors, decreased the loss of property and human life.

The earthquake triggered an avalanche on Mount Everest, killing 21, making April 25, 2015 the deadliest day on the mountains in history. The earthquake triggered another huge avalanche in the Langtang valley, where 250 people were reported missing.

Hundreds of thousands of people were made homeless with entire villages flattened, across many districts of the country. Centuries-old building was destroyed at UNESCO world Heritage Sites in the Kathmandu valley, including some at the Kathmandu Durbar Square, the Patan Durbar Square, the Bhaktapur Durbar Square, the change Narayan Temple, the Baudhanath stupa and the Swayambhunath Stupa. Geophysicists and other experts had warned for decades that Nepal was vulnerable to a deadly earthquake, particularly because of its geology, urbanization, and architecture.

Continued aftershocks occurred throughout Nepal at the intervals of 15-20 minutes, with one shock reaching a magnitude of 6.7 on 26 April at 12: 54 PM. The country also had a continued risk of landslides.

A major aftershock accrued on 12 May 2015 at 12:50 PM with a moment magnitude of 7.3. The epicenter was near the Chinese border between the capital of Kathmandu and Mt. Everest more than 200 people were killed and more than 2500 were injured by this aftershock.

Recommendation

The following measures should be taken to be safe from earthquake.

- Probabilistic seismic hazards assessments such as the National seismic Hazard. Map that underlie seismic provisions of building and other regulatory codes.

- Development of credible earthquake scenarios for specific faults with synthetic ground-motion histories for evaluating current engineering design practice, improving building codes and for emergency planning & public education.
- Site specific designs and retrofits of critical and major facilities such as bridges, hospitals, dam & tall building
- Modeling damage patterns and damage to specific structure after earthquakes
- Assessing secondary earthquake hazards such as liquefaction & landslides

6. Supposing that you are the chief engineer of a suspension bridge construction project in your local area which is nearing completion. Write abstract, discussion, conclusion and recommendation of your report

[IOE, TU]

Abstract

This report describes the progress construction of the suspension bridge constructed on Jemkhola in Myagdi district. The construction is estimated to be accomplished within December of this year, 2016 as per the project period. The major tasks were already completed were reported in monthly report of the project. The 80 percent of the work has already been completed. With the completion of the bridge, local people will be directly benefited. The 166 metre tall and 347m long bridge will also be added attraction for the tourist visiting the district. The works to be completed are erection of deck units and finishing works.

Discussion

a) Anchor foundation:

Firstly, the anchors that are going to support the cables was set into the ground which was made with concrete. It supports the big proportion of the deck. This was completed in Jan, 2016. Considerable care was taken to set and check all the embedded anchors in all the foundation to maintain the required tolerance in anchor bolt group.

b) Tower foundation:

The next part of work was to construct the foundations for the towers. The foundation was made on solid ground the towers are under compression and transfer the applied loads into the ground. Piles were driven as per the design of tower foundation. This was completed in March, 2016.

c) Erection of towers:

The construction of towers erection was completed in June, 2016. The tower legs had been pre-assembled at the fabrication shop, so it was decided to proceed directly with the creation of the tower on site. The survey confirmed that the tower was within tolerance.

d) Cable erection:

The project team stretched the main cable between the two anchor points and over the two towers. Main cables sit on two saddles at the top of two towers. These are joints that the cable can run freely over and allows for any slight movement in the bridge. This task was completed by setting up a specialized winch and pulley system. It was completed in August, 2016.

e) Cable clamp and suspender erection:

Cable clamps were installed first, the top half of the clamp being positioned on the cables using the paint marks applied at the factory. The platform was then raised slightly to offer up the lower half of the clamp and fit, and tension the connecting bolts. It took two days to fit all the clamps.

The suspenders, which were all present to length and marked at the factory, were unpacked and laid out in sequence in erection between towers.

The task to be completed in main span deck assemble & erection, When the deck structure is complete, it will be covered with a base layer (eg. Steel plates) painting the steel surfaces and installing electric lines for lighting are example of other finishing steps.

Conclusion

This bridge project is at full swing. The bridge will be opened by the end of this year. The problems & challenges were encountered on the process of construction like bad weather condition, delay of construction materials etc but we are able to stick with the time schedule of the project. Precasting and prefabricating key elements away from site in a controlled workshop environment saved time. The geographical obstacles will be removed by the construction of this suspension bridge. It will prove satisfactory infrastructure development in the most remote areas of this region. In this regard, the Suspension Bridge can be a fruitful link between one village and another, extending economic and social activities.

Recommendation

Suspension bridges are more susceptible to vibration due to flexibility compared to other rigid bodies but bridge may fail due to the poor quality control during construction, inability to inspect, etc. So, proper care must be given during construction. The workers should also be safe while working so they are provided training for working in the project. After construction, it should be maintained properly in the future. It may have structure failure may be a combination of poor design, construction, maintenance, failure to inspect fracture critical and fatigue prone details thoroughly, severe weather conditions or a combination of all these factors. So, suspension bridge should be inspected properly along with checking of interior wires through a wedging process for selected critical location, biannually.

6. Suppose you are chief Executive Engineer of Melamchi Hydropower Project and that you had undertaken the work of laying drinking water pipelines in Bhakatapur District, which was completed last week. Now write a report including title page, introduction and conclusions. Also, give an outline of the report. [IOE, TU]

Title page

REPORT NO:-R9

A
REPORT
ON
COMPLETION OF LAYING DRINKING WATER PIPELINES IN
BHAKTAPUR DISTRICT

SUBMITTED TO:
DINESH YADAV
CHIEF ENGINEER

SUBMITTED BY:
RAKESH SHAH
SENIOR ENGINEER

APPROVED BY:
PADAM ADHIKARI
DIRECTOR

MELAMCHI HYDROPOWER PROJECT
KATHMANDU
NOVEMBER 26, 2015

Introduction

This report describes that the work of laying of new pipeline from the reservoir in Bhaktapur district to supply drinking water to Bhaktapur district was completed in March, 2016. A reservoir with the storing capacity of 3,000 cubic meters at Tigani in Bhaktapur shall be constructed under the package 4. The 15 km pipeline from Gokarna will connect Katunje in Bhaktapur. For the improvement in the distribution network, Ductile Iron (DI) pipes ranging from 150 to 300mm and High Density Polyether Pipe (HDPE 100) ranging from 75mm to 110mm have been laid according to the population density and the condition of the road.

The pipes has been laid along the roads for which it has obtained permission. Generally, pipes are laid within 24 to 72 hours of digging a trench. Immediately after laying the pipe the trench is filled with earth and resurfaced temporarily in order to ease the pedestrians and vehicular movement. Soon after the pressure test is done in order to ascertain that the pipes do not leak. If leakages is found it is repaired and the pipes are joined again. After carrying out the technical test of those pipes, the road dug for laying pipes are resurfaced or brought back to previous condition.

The other components of the task includes the rehabilitation of existing water supply pipelines, improvement of water supply networks junctions integrating into the existing pipelines, replacement of water supply value for network operation, etc.

Conclusion

The completion of the work of laying drinking water pipelines in Bhaktapur district ensure regular supply of drinking water to the residents of Bhaktapur. Starting from Sundarijarl reservoir, which would receive water from Melamchi through the drinking water would be supplied through network of pipelines.



CHAPTER 9

Writing Proposal

Introduction:

In simple words, proposal is an act of putting forward or stating something for consideration. It is the act of presenting a plan, suggestion, etc, to a person or group of people.

Proposal is a persuasive document that attempts to persuade someone to adopt the proposed solution to a need, want or problem identified in the document.

Type of proposal:

- 1) Formal and Non-formal Proposals
- 2) Internal and External Proposals
- 3) Solicited and Unsolicited Proposals

1) Formal and Non-formal Proposals

It is based on the structure of proposal. Formal proposal involves the use of manuscript format whereas Non-formal proposal involves the use of printed forms, letter formats, or memo formats, sms, email, text mgs.

Tip: Most of the external proposals will be formal but internal proposal may be formal or informal.

Formal proposal covers all the subject like who, what, where, how, etc and can be easily read. If the audience is either external or consists of high level of management inside your organization, you will compose formal proposal.

2. External and Internal Proposals:

The external proposal is written for an audience that is outside of your organization. The internal proposal is written for an audience that is inside your organization.

Tip: It is based on the nature of audience.

3) Solicited and Unsolicited Proposals:

A solicited proposal is one that is submitted in response to a specific work statement from the sponsor. A Request for Proposals (RFP) or Request for Applications (RFA) is sometimes used by sponsors to solicit

proposals for specific research, development, or training projects or to provide specific service or goods.

An unsolicited proposal is initiated by applicant and submitted according to the sponsor's broad guidelines.

Tip: It is based on the source of origin.

Parts of proposal:

- 1) Title page
 - 2) Abstract/Summary
 - 3) Table of Contents
 - 4) Project description
 - A) Introduction
 - a) Background
 - b) Hypotheses
 - c) Goals & objective
 - d) Rationale & significance
 - B) Experimental plan
 - a) Methods
 - b) Expected Results & interpretations
 - c) Timeline
 - 5) References to project description
 - 6) Budget
 - 7) Discussions
 - 8) Conclusions
 - 9) Recommendations
 - 10) Appendices to project description
1. Title page
It should include (i) Proposal title (ii) name and address of investigators (iii) organization to which proposal is being submitted (v) date of submission
 2. Title page
The abstract should be a self contained, concise description of the proposal research, including the (a) rationale and significance of the research (b) goals, supporting objectives, and hypotheses to be tested (c) method used to meet the objectives & (d) expected results.
 3. Table of contents

4. Project Descriptions:

The project description should contain the following sections in any order:

A) Introduction

a) Background:

It should describe the (i) Conceptual & theoretical basis of your research (ii) status of research in the field, including significant publications (iii) preliminary results if available (iv) remaining information gaps, including these that your research will address (v) key assumptions (vi) method that make your research possible if they are not widely known or well understood. Be sure that the background is relevant to your stated goals, objectives, hypotheses, and methods.

b) Hypotheses:

The hypotheses are the unproven statements that you will test. This hypotheses may address specific question you intend to answer, or problems you will solve.

Tip:- List the hypotheses in numbered or bulleted form to clearly set them apart from the rest of the introduction.

c) Goals and objectives:

Goals are the long-term ends towards which the research is directed, but are not expected to be fully achieved by the proposal research.

Objectives are the achievable, outcome-based aims of your research, and should be presented as concise statements that describe what you plan to accomplish by your research articles. The objectives that describe what you will do to determine whether your hypotheses are true (see above)

Tip:- List the goals and objective in numbered or bulleted form.

d) Rationale and Significance:

Statement of rationale and significance should be included throughout the proposals (where appropriate), and then summarized in this section. The rationale includes the (i) reasons for focusing on your stated goals, objectives, and hypotheses and (ii) reasons for choosing the materials and method you propose to us. The significance includes both the applied and basic significance of your research-that is, how will the world be different after your after research is completed? Why is the research important? Any novel ideas or contributions that the proposed project offers should also be discussed.

B) Experimental plan:

The experimental plan describes how the goals will be advanced, objectives will be accomplished, and hypotheses will be tested.

a) Method:

The method section will vary depending on the type of research or project you propose eg: field research, laboratory study, computer simulation, case study, etc. but in general, should describe the techniques you will use in sufficient detail to allow the reader to judge whether the project will achieve the stated objectives.

Tip:- Use one section for each objective and list the objective as the section's heading.

The methods section must describe the

- Proposed experiments or investigations.
- Materials and techniques that you will use, including their feasibility
- Statistical techniques and other method used to analyze the data.

b) Expected results and interpretations:

This section must describe the:

- the results that will lead you to conclude that the hypotheses are proved or disproved.
- scope of inference (i.e. to what extent are the results applicable to other locations, times or situations?)
- limitations to proposed methods.
- other findings, how data was analyzed, answer to research questions.

c) Timeline:

(i.e. times during which the key elements of the experiments or investigations be conducted).

5. References to Project description:

All references should be complete (including title and co-authors) and should conform to an acceptable journal format.

6. Budget:

The budget should summarize the budget needed to accomplish your research, including (i) labour costs and benefits (ii) expendable materials and equipment, (iii) travel (iv) computer costs (v) publication costs, and (vi) overhead or indirect cost

7. Conclusions**8. Recommendations**

9. Appendices to project description:

Each project description is expected to be complete, however additions to the project description (appendices), are allowed if they are directly related to the proposed research and are strictly limited to a total of two of the following (i) Reprints (papers that have been published in press reviewed journals), (ii) preprints (manuscripts in press for a peer-reviewed journal, must be accompanied by letter of acceptance from the publishing journal).

- Include any other graphic (eg: figures, diagrams, photographs, graphs, charts, etc.)

10. Discussion:

- The meaning of the findings
- How the findings relate back to the research questions and related study questions
- How the findings related back to the literature
- Strengths of the study
- Limitation of the study
- Implications of the study for
 - Research
 - Practice
 - Police
 - Teaching of social work.

1. Read accidents frequently occurs in city areas of Nepal due to unplanned traffic control. You have a master plan to solve this problem. Write a proposal to the concerned ministry offering your plan. Write only statement of problem, rationale and objectives of your plan. [IOE 2071 Magh]

Title Page

<p>A</p> <p>PROPOSAL</p> <p>ON</p> <p>REDUCING ROAD ACCIDENTS IN CITY AREAS</p> <p>Submitted to:</p> <p>Dr. Krishna Yadav</p> <p>Secretariat</p> <p>Ministry of Home</p> <p>Submitted by</p> <p>Bikash Bhattarai</p> <p>November 21, 2016</p>

Statement of problem

Nepalese roads are one of the most dangerous in the world. According to Traffic police data, more than 10,000 people have died because of road accident since 2006. There is always a problem for the traffic police in managing the vehicles and pedestrians at the same time. All the people are hurry in reaching their destinations. As a result, they also attempt to avoid the traffic rules too. The consequence is a long queue of line leading to traffic jam and sometimes the road accidents also. Passengers need to allocate more time in reaching the destination and pedestrian have to wait at least 5 minutes just to cross the road. So, the main problem is how to manage the free flow of vehicles and pedestrian in this spot such the situation becomes convenient.

Rationale

Road accident frequently occurring in city areas of Nepal due to unplanned traffic control can be analysed form following headings:-

a) Distracted Driving:

It is the top cause of road accident. A distracted driver is a motorist that diverts his or her attention from the road, usually to talk on a cell phone, send a text message or eat food.

b) Speeding:

Many drivers ignore the speed limit and drive 10,20 & sometimes 30 km ph over the limit. Speed kills, and travelling above the speed limit is an easy way to cause road accidents in cities. The faster you drive, the slower your reaction time will be if you need to prevent an auto accident.

c) Drunk Driving:

Driving under a influence of alcohol causes accidents every day, even when they are one of the top causes that can be avoided.

d) Reckless driving:

Reckless drivers are often impatient in traffic, who speed, changes lanes too quickly. So, while driving you should be careful.

e) Running red lights:

Drivers that run red lights, run the risk of causing wrongful death because they often cause side-impact collisions at high speeds.

f) Teenage Drivers:

Teenagers aren't often known for their carefulness. When teen drivers hit the roads, they don't always know what to do & that lack of experience ends up causing accidents.

g) Unsafe lane changes:

There will always come a time where you need to get over to another lane. When drivers don't make safe lane change properly, it often leads to accident.

h) Road rage & street racing:

Vehicle often reach very high speeds during a street race, making any resulting accident much more dangerous and unlikely to yield any survivors.

Objectives:

The main objective of this proposal is to reduce the road accident in city areas of Nepal due to unplanned traffic control. The objectives of this proposal are as follows:-

- i) To reveal the traffic situation in city areas of Nepal
- ii) To identify traffic problems appeared in those areas
- iii) To identify the current action undertaken by the concerned authority in order to manage the problems.
- iv) To screen the possible alternative that help in managing the problem.

2. Write a proposal on the rural electrification programme that you want to launch in the near future including title page, abstract, conclusion and recommendation [2071 Bhadra]

Title Page

A
PROPOSAL
ON
RURAL ELECTRIFICATION PROGRAMME

Submitted to:

Bharat Joshi
Chief Engineer

Submitted by:

Shivam Yadav

October 12, 2016

Abstract

Rural electrification is often considered to be the backbone of rural economy. Rural energy needs include energy for (a) cooking (b) Basic lighting (c) Irrigation (d) Communication (e) water heating (f) Cottage industry and so on. Rural electrification can meet most of these and the impact can be seen on improved farm productivity, improved health and education, improved communication and economic development through creation in employment in rural areas which traditionally depend on agriculture related income generation activities. This proposal highlights the challenges in rural electrification such as high operation & maintenance costs, illegal connections. It focuses on rural electrification through renewable by the use of solar biomass, small hydro power, etc. for fulfilling aims of providing access to electricity to all the households, quality and reliable power supply at reasonable rates.

Conclusion

Electricity plays vital role in the economic development of a nation. Availability of electricity assists in the overall development, whereas consumption reflects economic status of a nation. Therefore, to supply electricity, it is necessary to convert available resources into electric power, which will play an important role in the overall development of country. Many agro-industries, irrigation and cottage industries are focused on rural areas. The country's overall development depends on development of rural areas. Therefore, regional development is possible only through equitable consumption opportunity of electricity in urban and rural areas alike.

Recommendation

Rural electrification is complex and challenging, an integrated approach of combining renewables along with active policies of government would be essential part for the programme. We suggest the following for the success of rural electrification programme:-

- a) Use of solar panels for lighting house in remote area of country.
- b) Use of wind energy for fulfilling demand of electricity
- c) Generation of electricity through running water, particularly small hydropower stations.

3. Suppose that you are invited to submit a proposal on establishing a company in the field of your engineering from a big organization of Nepal. Show the title page, abstract, objectives and conclusion parts of the proposal you have prepared.

Title Page

A PROPOSAL ON ESTABLISHING CEMENT FACTORY		
Prepared by:	Rajan Sapkota Chief Engineer	Date: 2073/01/01
Reviewed by:	Madan Kc Manager, capital planning	Date: 2073/01/10
Recommended by:	Pramod Katuwal Manager, Facilities	Date: 2073/01/29
Recommended by:	Ramratan Sharma Director (Implementation Planning)	Date: 2073/02/10
Approved by:	Shyam Joshi President	Date: 2073/02/23

Abstract

The growth of city development and the expanding nature of big infrastructure project like hydropower, roads, etc. The country has a great need for cement. In order to curtail cement import from India and other countries, it is very important to establish Cement Factory in the country itself based on locally resources, which may have high quality Lime stones and other ingredients of cement.

Realizing the necessity of high quality cement production by utilizing the nation's natural resources, this proposal has been written to put out a factory at Surkhet District where sufficient high quality Lime Stone is available for the cement plant. Nepal, at the present demand level is importing around 50% of its requirement of cement and this is also growing. Our production would significantly contribute to lessen the import at the national level. The proposed capacity of the plant will 1500 tons per day. Total project cost is estimated to be about 46 millions U.S dollars. The factory will generate employment for about 1200 people. The project is financially viable with an internal rate of return (IRR) of 16%.

Objectives

The overall objectives is to develop an industrially suitable Cost-effective efficient process for the production of cement. The company will have the following objectives:

- i) Better quality than other company
- ii) Fair returns to share holders
- iii) A higher productivity to cover maximum market
- iv) Maximum customer satisfaction
- v) Clean & healthy environment far employee's growth
- vi) Try to lower pollution to fulfillment of social responsibilities.

Conclusion

This company is capable to reduce the percentage of import of cement from other countries, By the use of latest technology, machinery & equipments, high quality ingredients, it is able to satisfy the requirement of customer and able to fulfill the objectives of company. It will provide employment to large mass of people. All the financial analysis and evaluation shows that the projects initial investment will be fully recovered 6 years.

4. Suppose Ministry of Hydro-power and Drinking water, Nepal has requested the qualified consultants to submit a proposal for constructing a power house at your local town. Write title page, abstract, acknowledgement, technical section and cost estimate section of your proposal.

Title Page

A
PROPOSAL
ON
CONSTRUCTION OF A POWER HOUSE
FOR KABELI 'A' HYDROPOWER PROJECT

Submitted to
Ministry of Hydro-power & Drinking water
Kathmandu, Nepal

Submitted by:
Ravy Sharma
Chief Engineer
Sharma Construction Company

November 13, 2016

Abstract

The electricity demand in Nepal is increasing about 7 to 9% per year. About 40% of Population in Nepal has access to electricity through the grid and off grid system. Nepal has 600 MW of installed capacity in its Integrated Nepal Power System. The power system is dominated by the hydropower which contributes about 90% of the system and the balanced is met by multifuel system. Until 1990, hydropower development was under the domain of government utility, Nepal Electricity Authority only. The sector was opened to the private sector also. Private power producer contribute 148 mw of power to the 'Integrated Nepal Power System'. The aim of the construction of powerhouse for Hydropower project of Kabeli 'A' to meet its sustainable development goals through provision of access to clean, secure, reliable and affordable energy. It has capacity of producing 25 MW of electricity. The Project is Daily Peaking run-off river type having head of 118m. Power house site is located 12 km away from Mechi Highway is about 45 km away from Phidim (District Headquarter).

Acknowledgement

I would like to express the deepest appreciation to Prof. Dr. Ramesh Kandel for his helpful suggestion and an excitement in regard to guiding to study and preparing this proposal. Without his guidance and persistent help, this proposal would not have been possible.

I would like to thank Mr. Roshan Shrestha for his valuable co-operation. In addition, I thank all the teacher of my Pulchowk Campus for their unforgettable effort for teaching us.

I thank Madan Press for its effort in printing the proposal.

Technical section

The project consists of 36m long and 4m high barrage type of gated weir, comprising of 4 no.s of gates on the weir having dimension 6m×4m; and 2 no.s of under sluice of size 6m×5m separated each by pier and divide walls. Side intake structures leads the water from diversion weir to settling basin with dimension 140m×15.75×15.40m rectangular forebay at the end of the settling basin, the water enters into a 4,479m long and 10-20mm thick steel headrace pipe with diameter of 3.95m. The steel conduit is provided with concrete pipe, 14-32mm in thickness, 286m in length and 3.75-2.65m in diameter originates from the junction of headrace pipe and surge tank Shaft and leads the water to the turbines at the powerhouse. The electricity at the powerhouse will be generated through 2×12,500KW Vertical

Axis Francis turbine and 2 generators with rated generation voltage of 6.3 KV which will be stepped up to 132 KV for transmission line from the switchyard of the project to the switchyard of proposed Kabeli substation of NEA.

Cost Section

The construction period of 60 months (5 years) has been estimated including testing and commissioning.

Project cost By Component & Activity	Total (in thousand USD)
Component 1: Kabeli Corridor 132 KV Transmission line component	
Land acquisition	3,000
Environment management plan	900
Substations	13,000
Minor civil works	400
Office equipment	30
Project Management	778
Technical Assistance	320
Kabeli Corridor 132 KV Transmission line	12,000
Sub-total	30,428
Component 2: Community-based Rural Electrification-gird extensin	Total (in thousand USD)
Equipment supply & installation	5,000
Project Management	400
Technical Assistance	300
Sub-total	5,700
Component 3: Rural Enhanced Energy Services component	
Community sub projects	1800
Technical assistance	200
Sub-total	2,000
Sub-total (before financing and Interest During construction (IDC)	38128
Taxes and Duties	100
Project development cost	1000
Total excluding IDC	40028
Interest during construction & financing charges	2500
Total Cost including IDC & financing charge	42,528

5. Imagine that you are interested in undertaking the reconstruction of one of the historical monuments destroyed by the devastating earthquake of April 25, 2015. Write abstract, technical section and time management sections of your proposal to be submitted to the ministry of culture.

[IOE 2072 Magh]

Title Page

A
PROPOSAL
ON
RECONSTRUCTION OF DHARAHARA

Submitted to:
Ministry of Culture
Kathmandu, Nepal

Submitted by:
Sachin Shrestha
Chief Engineer
Everest Construction Company
August 9, 2016

Abstract

Dharahara, a popular landmark in Kathmandu valley which was destroyed by the earthquake of April 25, 2015 has to be rebuilt. It was without any doubt, stood tall as national pride. Even after being taken down twice by Mother Nature's fury, restoring it would mean a closer message; Nepalese do not accept failures. The iconic monument will be constructed in-tribute to these who lost their lives in the quake of April and May. The names of all those who died during the quakes will be inscribed at it. The new Dharahara will be similar to the old structure. However, it will be built using modern construction materials, will have underground three-storey parking facility and will be over 203 feet high. Dharahara to be build Rs.3 billion costs estimated for the project and will be constructed in three years.

Technical section

The new Dharahara would be 245 ft. tall with 11 storeys. With underground three storeys parking facility. The reconstruction of Dharahara in existing five Ropanis would look dull so it would be reconstructed in 42 Ropanis of land as allocated by government. The required additional land will be supplemented by acquiring the land

of General Post Office and Taksar Department in Sundhara. The new Dharahara would be earthquake resistant. A Sundhara Garden will be built at the premises where a three stored parking hall will be constructed. It will also have a water fountain, gift shop, a theater and a museum. The Dharahara area will be disabled-friendly. The old Dharahara wrecked by the earthquake will be kept intact while a new with similar design will be built at the premise. Previously, it was built by Bajra (mixture of shurkhi Chun, Maas & Chaaku), now it will be built by concrete with reinforcement using modern construction materials. The new Dharahara would similar to the old one, however it would be equipped with modern amenities.

Time management section

The reconstruction of Dharahara will begin in November 2017 and will be accomplished in the duration of three years.

Description of work Duration of time

1. Detailed Engineering Survey	6 month
2. Land Acquisition	6 month
3. Construction of structure	15 month
4. Finishing works	6 month
5. Miscellaneous works	3 months

6. Write a proposal to be submitted to the Chief. Engineer, Department of Roads on controlling the sound pollution of the Kathmandu valley. Prepare only the title page, abstract and conclusion parts of the proposal. [IOE 2072 Ashwin]

Title Page

A RPOPOSAL ON CONTROL OF SOUND POLLUTION OF THE KATHMANDU VALLEY

**Submitted to
Er Raaz Basnet
Department of Roads**

**Submitted by
Pukar Joshi
Environment Management Expert
January 17, 2016**

Abstract

Noise pollution in Kathmandu valley is a serious problem and steadily increasing over the years. This has direct and indirect affect to the people that can lead to the health hazard. WHO have said that the safe noise for a city is 45 decibels. The continuous noise levels in excess of 90 decibels can cause loss of hearing and irreversible changes in nervous system. People have only 26 decibel of hearing capacity. People can bear only around 60 dB of noise. Noise near than 70 dB is harmful for human health. However, a horn in general vehicle produces more than 100 dB of sound. Due to the effect of noise pollution, people may suffer from maladies such as hard hearing, hearing loss, fatigue, irritation, headache, speech and sleep disturbance, high blood pressure, cardiovascular disease, digestive problem, nausea, lack of concentration and decreased performance. Traffic police persons are the main victims of noise pollution. To control this, we have planned to launch a noise measuring mechanism in different crowded spots of Kathmandu valley. We can measure the increased and decreased level of noise every day. Which will help pressurize the government to mention the level of noise during policy making process.

Conclusion

For the noise control in Kathmandu valley, speed control is effective since the lowest sound emissions arise from vehicle moving smoothly at 30-60km per hour. Above that range sound emissions double with each five miles per hours of speed. Noise is emerging as an environment problem in Kathmandu valley. This causes negative impact on public health and welfare. The people staying in noisy area especially above 70 dB should take precautionary measures in order to avoid noise induced hearing loss. This study will show an increased risk of noise induced hearing loss for Kathmandu Valley.

7. Prepare a proposal to be submitted to Kathmandu Metropolitan office for the renovation of Hanuman Dhoka Durbar Square. Write only the following parts of your proposal
 - a) Title page
 - b) Abstract
 - c) Methodology
 - d) Budget

Title Page

A
RPOPOSAL
ON
RENOVATION OF HANUMAN DHOKA DURBAR QUARE

Submitted to:
Lal Babu Chaudhary
Director
Kathmandu Metropolitan Office

Submitted by:
Prakash Gupta
Senior Engineer

August 12, 2016

Abstract

Build between 12th and 18th centuries by Malla kings of Nepal, Hanuman dhoka Durbar Square is listed in the UNESCO's World Heritage Sites. The site boasts Newari architecture and Hindu temples was once used as royal palace by Malla and Shah kings and popular destination among tourists. The powerful quake has made significant damage on the historic monuments. The cluster of ancient temples, palaces, courtyards and monuments that were built during different centuries, Kathmandu Durbar square is probably the most vibrant place in Kathmandu. Though the quake has demolished some of its important structures the renovation or rebuilding of these monuments is still attainable and in few years time. The place will regain its cultural significance and artistic legacy. It is an unique site which is giving Nepal an identity in the international level. Renovation includes many monuments which are completely damaged and partially damaged during earthquake. Kastamandap, the ancient monument that named the city, Kathmandu is completely demolished, The Royal Gaddi Baithak suffers partial damage, Kumari Ghar the home of the living Goddess suffers no loss at all, Maju Dewal-17th century temple falls to its plinth, Taleju Mandir 16th century Royal Deity of Malla Kings survives the quake, Shiva Parvati Temple-still stands tall and can be renovated, Machhindra Bahal, the ancient temple on the way to Durbar square remains intact. So, it is highly critical that we rebuild the monuments in such a way that they would be able to withstand even greater earthquake in future.

Methodology

Renovation should be done without compromising on social and cultural, religious and aesthetic merits. It should identify the historical and religious value, archeological importance of the site, etc. In order to collect the necessary data, the following methods are applied.

a) Primary methods:

Visiting the site carefully and observing the various elements such as inscriptions, temples, etc. and studying the religious, cultural, social, archaeological and geographical aspects of the area, Interviewing with some local people & experts opinion for the collection of information.

b) Secondary methods:

Reading news-articles, books and articles and searching internet in order to collect all the necessary information and data. Based on site-surveys, the damage pattern and according by developing techniques for salvage and renovation of building elements. Identifying and developing mechanism, trained manpower's, proper materials, etc are necessary for this activity.

Budget

S.N	Description/Components	Estimated costs (in Rs.)
1.	Detailed Engineering Survey	50 lakhs
2.	Materials	5 crore
3.	Earthquake & Machinery	2 crore
4.	Labours	50 lakhs
5.	Transportation	25 lakhs
6.	Finishing works	1 crore
7.	Others	75 lakhs
	Total	10 crore



**CHAPTER
10**

Research Article

Introduction

Research article involves the survey of a specific sphere of knowledge with an aim of producing the best possible and most competent argument regarding that topic under consideration.

No matter which field one's article focuses on, it ultimately highlights his/her own views on a particular subject are supported by tactful proofs derived from existing ideas and arguments.

Points to be consider while writing article:

- Use normal prose including appropriate article.
- Stay focused on the research topic of the article.
- Use paragraphs on the research for each important point (except for the abstract).
- Use presents tense to report well accepted facts.
- Use past tense to describe specific results.
- Avoid informal wording, don't address the reader directly.

Part of Research Article.

- Title Page
- Objective
- Abstract
- Introduction & discussion
- Methods & materials
- Results & conclusion
- Recommendation
- Work cited/bibliography.

a) Title Page

The title should be specific and indicate the problem the research project addressing using keywords that will be helpful in literature reviews in the future.

b) Abstract:

The abstract is used by readers to quickly review the overall content of the paper. Journals typically place strict word limits on abstracts, such as 200 words, making them a challenge to write. The abstract should provide a complete synopsis of the research paper and should introduce the topic and specific research questions, provide a statement regarding Methodology and should provide a general statement about the result and the findings.

c) Introduction:

The introduction begins by introducing the broad overall topic and providing basic background information. It then narrows down to the specific research question relating to this topic. It provides the purpose and focus for the rest of the paper and sets up the justification for the research.

d) Methodology:

The methods section will describe the research design and methodology used complete to the study. The general rule of thumb is that readers should be provided with enough detail to replicate the study.

e) Result:

In this section, the results of the analysis are presented. How the results are presented will depend upon whether the research study was quantitative or qualitative in nature. This section should focus only on results that are directly related to the research or the problem. Graphs and tables should only be used when there is too much data to efficient include it within the text. This section should present the result's but not discuss their significance.

f) Conclusion

This section should be a discussion of the results and the implication on the field, as well as other fields. The hypothesis should be answered and validated by the interpretation of the results. This section should also discuss how the results relate to previous research mentioned in the literature review, any cautions about the finding, and potential for future research.

g) References/Bibliography

The research article is not complete without the list of references. This section should be an alphabetized list of all academic sources of information: Common formats include APA, MLA etc.

1. Write research article of about 500 words on the effects of lack of transportation on tourism. [2069 Bhadra]

Title Page: As on 1st research article.

Objectives:

- a) To give brief introduction on transportation & tourism.
- b) To interpret the problems on tourism due to lack of transportation.
- c) To show tourism & transportation condition of Nepal.

Abstract:

Transportation and tourism are interrelated subjects. Transportation is main information for the development of tourism. Transportation affect time, security, comfort, expenses of tourist. Lack of transportation facility directly decreases number of tourists. In unfacilitated areas, the duration of travel increasing, expenses on lodging & fooding increase, low security & many difficulties during emergency condition. All these drawbacks, discourage tourists to visit such places. Some positive impact are also seen, such places can be developed as trekking zone, low pollution & less number of crime happened due to less number of people.

Introduction and Discussion:

Transportation is one of the mode of information which carry people and their goods from one place to another. Our country Nepal is rich in natural beauty and have several tourism centers. Because of those tourism centres thousands of tourists are visiting our country every year. There are many tourism centres like Pokhara, Kahtmandu, Lumbini, Janakpur temple, etc which are well facilitated, unlike those tourism centre there are many tourism centers like Gosaikunda, Sarankot, etc which are totally unfacilitated. Those tourism centers do not have proper transportation facilities, adequate lodging fooding centre, hospitality management, etc. Lack of these resources, tourists hesitate to visit those places.

Transportation plays an important role for the development of tourism centre. Lack of transportation, directly effect the numbers of tourists. There are few positive impacts, otherwise maximum are negative impacts of lack of transportation on tourism.

Tourism centres which lack transportation facilities can be developed as a trekking zone. People movement is less on unfacilitated areas, this decrease different types of pollutions & crimes. Trekking, silence loving tourists are attracted on such places.

Transportation effects the time, comfort, security, expenses of tourists. In unfacilitated tourism centres, tourists or local people either have to go by foot or by others means like horses, donkies etc. Thus, duration of travel

increases. In such places, problem of robbery is frequently seen due to lack of security. The cost in lodging and fooding is also high. So, expenses in lodging and fooding increase. In emergency cases like in accident, sickness, it is very difficult to reach hospital in time. All these reasons, discourages tourists. So, lack of transportation directly decreases the number of tourists.

Conclusion:

Tourism development is fully dependent on the development of transportation. Lack of transportation directly decreases the number of tourists. So, to increase the number of tourists on tourism centres, first of all transportation facility should be provided.

Suggestion/Recommendation

- All the tourism centres in our country should be facilitated with transportation.
- Local people can be used while construction of roads in local areas.
- Regular maintenance should be done on main & sub-highways.

Bibliography/Reference

- As on 1st research article.

2. Write the research article of about 500 words on the impacts of Global warming. [2070 Magh]

Title page: As on 1st research article

Objectives:

- To introduce about global warming.
- To point out its impacts on different aspects.
- To analyse its long term and short term impacts.
- To suggest some future steps to decrease global warming.

Abstract:-

Global warming is main problem of the world. It has been started along with starting of modern industrialized world. It has many adverse impacts & only few good impacts. If we see its positive impact, the death due to cold will decrease with increase in global warming. Otherwise, all impacts are negative. It has direct social, physical, biological impacts. These impacts may be long term or short term. Drought, flood, rise in sea level, movement of animals towards north hemisphere, unexpectedly heavy rainfall, etc. are some of the impacts of global warming.

Introduction and Discussion:-

Global warming is increasing in the global temperature of earth. The main reason of this increase in temperature is due to production of CFC, SO₂, CO₂ etc gases. CFC, SO₂, CO₂ gases show greenhouse effect means

produced CFC, SO_2 , CO_2 reacts with O_3 (Ozone) & decreases the thickness of ozone layer. Thus, UV rays from sun can easily penetrate inside and trapped within earth atmosphere, which ultimately causes increase in temperature. This whole process is called global warming. Global warming has many physical, chemical, biological impacts.

Physical impacts:

Increase in temperature, increase the melting rate of snow. As a result, water level rises in ocean, sea. This brings flood, tsunami in ocean, sea which adversely affect the settlement situated near the bank of ocean & sea. In many part of world unexpectedly heavy rainfall, long period drought are seen, due to global warming.

Chemical impacts:

The great portion of CO_2 is dissolved in ocean. If temperature is increased, the sinking capacity of ocean decreases. As a result, concentration of CO_2 increases on atmosphere which creates many problems. Temperature increases with global warming, which initiate many chemical reaction in atmosphere and water. As a result, many natural cycles are affected directly or indirectly.

Biological impacts:

Global warming decreases the cold period, increases temperature of atmosphere & water. Aquatic, terrestrial animals move towards north hemisphere in search of favourable habitat. Many animals get extinct due to loss of their habitat & unfavourable environment.

Drought, flood, unexpected rain fall, directly indirectly hampers on crop production. Many diseases are spreaded easily due to hot climate. The direct UV rays may causes skin cancer. So, it has great bio-social impacts.

Conclusion:

Global warming has many long term & short term negative impacts. To decrease the global warming; production of green house gaseous like, CFC, CO_2 , SO_2 should be decreased. If we want to make a healthy world the steps towards decrease in green house gaseous must start from today.

Suggestion & Recommendation:

- Development countries produces great portion of greenhouse gaseous. So developing countries should give pressure to them to decrease its production.
- Engineers, researchers, should find the alternative methods of so CFC that production of greenhouse gases is minimized.

Bibliography/References

- As on 1st research article

3. Write research article of about 500 words on the Importance of English for the Engineering students. [2070, Bhadra] [2072, Ashwin]

Ans: Title page: As on 1st Research Article

Objective

- To show the wideness of English language.
- To point out the importance of English language on Nepalese engineers.

Abstract

English is very important language as it is widely spoken in the world. Engineering students of Nepal, have mother tongue other than English. Most of the scientific papers or journals in the world are written in English. Most engineering professors in various universities also conduct their lectures in English. So, each engineers must have fluent English. Engineers usually work in groups. Many people from different parts of world may engaged on that project. In order to understand and co-ordinate with them & accomplish the projects fluently engineers have to speak good English.

Introduction & Discussion

English language is an international language. About 1.8 billion people of world speaks English. This number is increasing day by day. Thus, knowledge of English language has become one of the important part in the way of successful career.

Nepal is developing country. About 20-30% of engineer's form Nepal moves foreign for further study or in lectures searching of good job. In foreign they have to communicate in English with their teachers, friends, public peoples. In master level, all lectures are taught in English. So, to perform daily activities comfortably, an understand lecture effectively, one must have a sound English language. In any projects, many number of engineers, workers, supervisors are involved, They may from different countries. Only English language can be common among all of them. Thus, it's necessary to known English language to move work fluently & share own views & ideas on projects.

In case of Engineers who are living in Nepal also need English language knowledge. In some projects, they may have to deal with foreigners. They may have to publish some research article, submit purposal, reports. In all these cases, knowledge of English language is necessary. So, each and every Engineer needs a complete. knowledge of English language to achieve their goal.

Conclusion

As English is a widely spoken international language. It is used in every step of Engineer's career development. Engineers students should try

hard to improve their English ability, which could help them to make their both school life & career more successful & enjoyable.

Suggestion/Recommendation

- English environment in classroom can be maintained to improve English speaking, listening.
- Different speech giving programs, seminar and debates should be conducted, which ultimately bring confidence in one self.

Bibliography/References

- As on 1st research article.
4. Write a research article of about 500 words on the causes of landslides in the hilly regions of Nepal in the recent years. [2072 Magh]

Title page: As on 1st Research Article

Objectives:

- To point out different causes of landslide in hilly region of Nepal.
- To find out external & internal causes of landslide in Nepal.
- To describe the losses due to landslide.
- To help in preparing hazard mapping of Nepal.

Abstract

In Nepal landslides occur frequently. The causes behind these landslides are many, they may be external or internal. External causes may be heavy rainfall, human activities like excavation, deforestation etc. Internal causes may be seismic activities, frequently movement of ground water table etc. The unstable land topography, different geological structures like fault, folds, discontinuities, etc. may be additional reason for landslide in Nepal.

Introduction and discussion:

Landslide is one of the main natural disaster in Hilly region of Nepal. In Nepal, many people lose their life & huge amount of property is lost due to landslide. If we observe last twenty year, average number of death is about 329 persons/year and about 1 millions dollars property is lost annually.

If we observe macroscopically, there we found different causes of landslides. Main causes of landslides in Nepal in Hilly region are heavy rainfall, frequently seismic activities & unstable landform. In Nepal, 90% of total annual rainfall occurs in just two months. It show excessive rainfall occurs in short period. This rain water increases shear stress & make weak surface slippery which ultimately causes landslide. Frequently triggering of earthquake causes movement of unstable rocks, boulders in steep slope areas & dry soil movement in unstable areas.

The land form of hilly regions is full of discontinuities, faults, folds there also causes landslides. Weathering of rock, deforestation, human activities like excavation, bombardment for road construction are also additional causes of landslides in hilly region of Nepal.

Conclusion:

Hilly region of Nepal has great problem of landslide. So, it is necessary to take some strong steps from national level to control this landslide as far as possible.

Recommendation/Suggestion

- Further investigation, research on causes of landslide should be made.
- Considering this research, different landslide control measures can be proposed & implemented.
- Awareness in public should be spread about causes of landslide & their control methods.
- Landslide hazard map can be developed with further detail investigation.

Bibliography/ References

- As on 1st research article.

5. Write the research article of about 500 words on the rain water harvesting.
[2073-Ashwin]

Ans:

Title Page

A
RESEARCH ARTICLE
ON THE
RAIN WATER HARVESTING

Submitted by:
Pramod Raj Pandit
Chief Engineer

Submitted to:
Ramesh Dimal
Senior Engineer

Date
2073-08-10

Objective:

- To introduce rain water harvesting.
- To point out its merits & demerits.
- To discuss about its installation process.
- To show its importance in context of our country.

Abstract:

Rainwater harvesting is the process of accumulation and deposition of rain water for reuse on-site. The harvested rain water can be used as drinking water, field irrigation, domestic uses, livestock etc. Rainwater harvesting provides an independent water supply during regional water restrictions. In developing countries it is often used as supplement of main supply. So, it is very important to our country. The system setup of rain water harvesting is so easy, it is more of a plumbing job than a technical job. Many countries of world have been using this technique since long period of time with great profit.

Introduction & Discussion:

Rain water harvesting is process of accumulating & collecting of rain water. Rain water can be collected by different methods. It can be collected on deep wells, reservoir tanks etc. So, collected water is used for different purposes like irrigation, domestic uses, livestock, even on drinking purpose during dry season or high water demand period.

There are many advantages of harvesting rainwater. In rural areas, harvested rain water can be used during dry period. In urban area, it can be connected on main supply, so that some part of demand is fulfilled by rain water. If rain water is collected, the quantity of runoff water decreases. So that, problem of flood, over flows is directly minimized. Using of harvested water, decrease the pressure on ground water. Thus, depletion rate of ground water decreases. Installing rain water harvesting plant make each house self-dependent. They can use it during maintenance blockage, peak demand. Another thing, this rain water is so pure that it is free from salinity, acid, alkalies. So, it can be used as portable water with necessary treatment.

In the context of our country, about 1500 mm of waterfalls annually. About 90% of annual rain falls only within two months. In main cities of Nepal, the main problem is insufficient water supply. If each of us can collect rain water & used it on peak demand period 10% of water

demand is fulfilled by harvested water. Hence, rain water harvesting can be partial suitable solution for water scarcity.

Installation:

Installation process of rainwater harvesting is so easy & economical. Two skilled main power can install it at one stoyered house in a single day. It can be used upto 10 years with simple maintenance. Materials like PVC pipes, L&Y sockets are used. It is easy to operate & maintenance. A normal person can operate it without any special training.

Conclusion:

The problem of water in our country is seen from few decades & it is increasing day by day. Rain water harvesting can be one of the partial solution of the water demand problem.

Recommendation & Suggestion:

- Government should include rain water harvesting in nation plan.
- Rain water harvesting can be done both in large scale & small scale. Large scale project can be run by government & small scale by public.
- The training centers should be established to give training on installation of rainwater harvesting plant.
- Government as well as non-government should launch various programs to encourage people of our country to use this technique-in order to control the water problems in dry season.

Bibliography/References

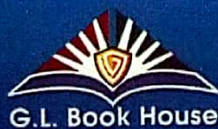
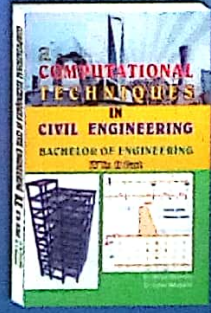
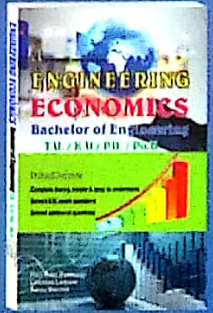
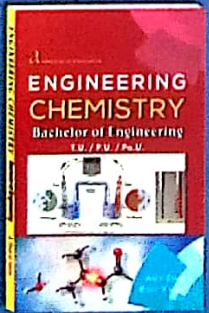
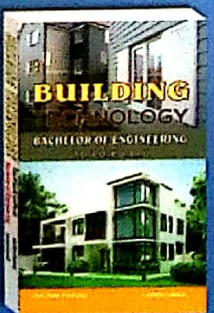
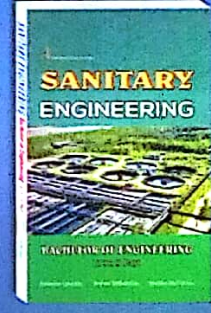
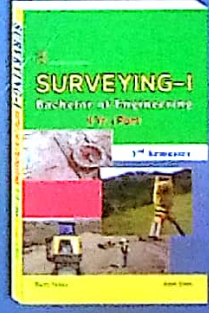
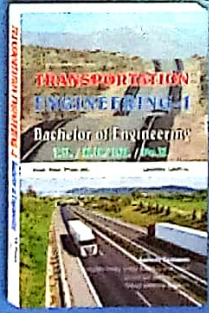
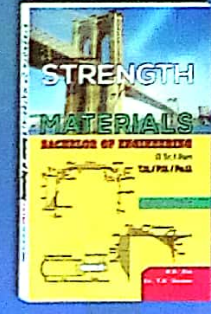
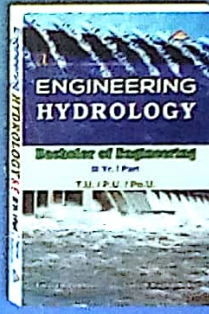
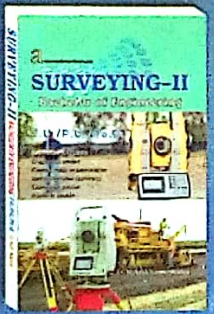
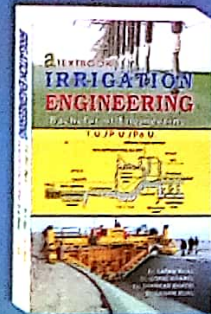
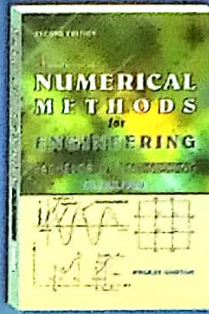
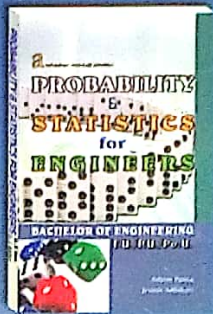
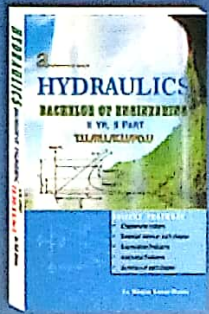
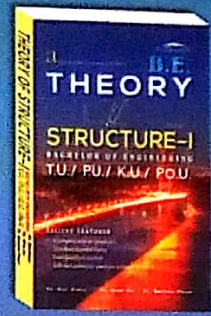
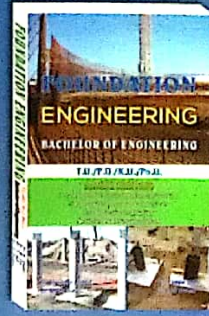
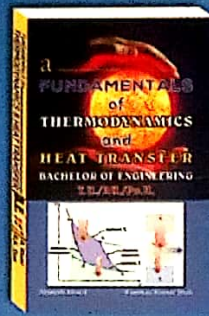
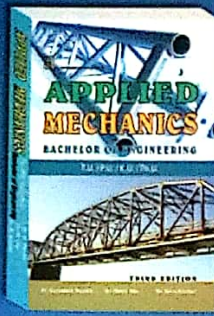
- Adhikari, Usha: Yadav, Rajkumar: Srestha, Rup Narayan; Communication English Trinity Publications, Kathmandu 2012.
- Wikipedia
- Nes field, I.C. English Grammar Composition and Usage. Macmillan New Delhi, 1987.

REFERENCES

1. www.wikipedia.com
2. www.scribd.com
3. www.Englishnotes.com
4. Afhikari Usha: Yadav, Rajkumar: Shrestha, Rupnarayan, Communiaton English, Trinity Publications, Kathmandu, 2012.



OUR PUBLICATION'S



Rs. 135.00



www.facebook.com/GLBookHouse2065