

1) Prepare 15 checklists to be followed when one wants to go on a journey or trip by car:

Is there water in the radiator?

Is there petrol in the tank?

Are the brakes in good condition?

Are the tyres properly inflated?

Whether the oil level in the engine is right?

Has the driver been informed about the trip?

Have the snacks been packed?

Has the road tax been paid?

Has the driving licence been taken?

Has the insurance premium been paid?

Have the up and down expenses been arranged?

Have the dresses been packed in the suitcase?

Has the information about the trip been informed to the nearby police station?

Has the accommodation been booked for two days?

Has the guide been arranged for the trip?

2) You are the sports secretary of your college. You have been given in-charge for the coherent and cohesive arrangement of the function. In this regard, prepare 15 items of checklists to be checked for the smooth conduction of the function:

Have the markings been marked

Has all the sporting _____ for any damage?
equipment been checked

Has the Chief guest for the inaugural session been invited?

Have the invitation cards been printed and distributed?

Has the Alumni of the college been invited?

Have the temporary structures such as 'pandals' been erected on the ground?

Have the judges for the starting point and finishing point been fixed?

Have the refreshments for the guests and students been arranged?

Has the discipline committee been formed

Has the March-past team been
informed about the rehearsal before the start of the function?

Have the houses of _____? Athletes been allocated

Has the _____ for the inaugural ceremony?
olympic torch been arranged

Has the _____ for all athletes? sports
shoes been purchased

Has the special guest for _____? Valedictory been invited?

Has the _____? conveyance for both guests
been arranged

You have to attend an 'International Conference' at United States of America. Prepare at least 15 checklists to be checked before you depart from India:

Has the passport been kept ready?

Has the _____ at American Embassy? visa been applied

Has the Power Point Presentation about the _____?topic been prepared

_____ been packed? Have the dresses

_____ for the onward journey?Has the ticket been booked

Has the accommodation been arranged for the stay during the conference?

Has the 'Covid 19' test been conducted by the Airport authorities for me?

Has the valid certificate regarding 'No Covid 19' been issued and received?

Have the safety measures been taken during the journey to USA?

Have the 'N95' Mask and sanitizer been purchased?

**conference been contacted and _____ confirmedHas the convenor of _____ about the s
chedule?**

Has the confirmation about the _____ to the authorities?

participation in the conference been sent

Have the essential _____ for emergency purpose? medicines been packed

Has the abstract of the paper, to be presented, _____ to the organizers?been sent through mail

Has the guide been booked _for the local tour after the conference?

You are the secretary of EEE department association and your department is organizing an 'International Seminar on Solar Power Generation', hence, you have been asked to organize the function. In this regard, Prepare 15 checklist to be checked in order to conduct the function smoothly:

Has the _____ printed? invitation been

Has the chief guest _____?been fixed?

_____ the invitation been sent to the chief guest?has

Has the _____ been prepared for the programme?agenda

_____ the students of all years of EEE been invited?have

Has the venue for the function been arranged?

Has the _____ been arranged? public address system

Has the press release

_____ about the function been made ready?

Has the refreshments for the _____ been arranged?
delegates and students

_____ for foreign students been made ready in the international hostel?

Has the accommodation

Has the guest house _____ ready for the foreign delegates?
been cleaned and kept

Has the committee for _____? various events
been formed

Has the power back-up facility been kept ready?

Has the compering team been informed about the agenda?

Has the conveyance been arranged for the abroad delegates?

You are going to apply for Bank Loan for your higher education. Prepare a list of eight items of checklist to ensure that whether all the documents are ready to be handed over to the Manager:

Has the nativity certificate been printed from the e-seva centre?

Has the passport size photo been taken and ready?

Has the higher secondary marksheet been received from the Headmaster of the School?

Has the loan application form been filled?

Has the photocopy of the bank passbook been taken?

Has the photocopy of the income certificate of the father been attached with the loan form?

Has the fee structure of the college been printed and attached with the loan form?

Have all the testimonials asked by the Manager been attached with the loan form?

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You are the cultural secretary of your college hence, you have been asked to make arrangement for the annual day celebrations. Prepare twelve items that are to be checked before the start of the function.

Has the Annual Day date been fixed?

Did the chief guest been decided?

Have the invitation cards been printed and distributed?

Has the temporary pandal (structure) been erected?

Have the competitions for the students been conducted?

Have the prize winners been informed?

Has the compering team been formed?

Whether the committee for stage decoration has been appointed?

Whether the committee for refreshments has been formed?

Has the memento been bought for the chief guest?

Have arrangements been made for light and soundsystem?

Has the transport been arranged for the students as well as for the guest?

You have decided to go on a weeklong tour with all your family members. Prepare a checklist that consists of twelve items that are to be checked before you leave the home.

Have all the lights been switched off ?

Has the television set been turned off ?

Have all the water taps been turned off ?

Have all the clothes been packed?

Has the warm clothings also been packed?

Has the watchman been informed?

Have the snacks been packed ?

Has enough money been taken?

Has the conveyance to go to Ooty been arranged?

Have tickets been been booked for the return journey?

Have rooms been reserved in a hotel?

Has the mains electricity been switched off before we leave the house?