

- Q.11 What did Dr. Raman never believe?
Q.12 Write the synonyms for these words: (i) obvious (ii) value

SECTION-C

Note: Short answer type Questions. Attempt any eight questions out of ten Questions. (8x4=32)

- Q.13 Write a short note on E-mail writing.
Q.14 Fill in the blanks with appropriate prepositions.
a) You must think _____ a good plan.
b) The old man died _____ cholera.
c) I prefer tea _____ coffee.
d) I get up _____ 5 A.M.
Q.15 Translate the following administrative and technical terms in Hindi.
a) Assistant b) Write off
c) Compensation d) Director
Q.16 Punctuate the following sentences.
a) mohan please help me
b) sohan said this picture is very beautiful.
c) I have lived in a few states haryanapunjabgujarat himachalpradesh
d) may I help you
Q.17 Discuss the importance of Resume writing.
Q.18 Write any four do's and don'ts each of a Group Discussion.

- Q.19 Use the following pair of words in appropriate sentences.
a) Roll, Role b) Die, Dye
c) Idle, Ideal d) Berth, Birth
Q.20 Write a short note on Proxemics.
Q.21 Discuss any four basic soft skills.
Q.22 Write appropriate sentences using these Idioms and phrases.
a) To bell the cat b) To blow one's trumpet
c) Apple of one's eye d) A turn coat

SECTION-D

Note: Long answer questions. Attempt any two questions out of three Questions. (2x8=16)

- Q.23 Define Communication. Write in detail 7c's of effective communication.
Q.24 Write a complaint letter about a damaged product received from online store.
Q.25 You are Arun/Aruna, the secretary of Eco Club of your college. Write a report on 'Tree Plantation week' celebrated in your college, to be published in your college magazine.