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1. Answer the following questions in about 150 words each. (**any two out of three**) **16**
- What is communication? Explain the downward communication?
 - Explain any two types of graphic representation?
 - What is meant by information transfer?
2. Answer the following questions in about 150 words each. (**any two out of three**) **16**
- Write a note on facing an interview techniques.
 - Write a note on interviewing techniques
 - What is presentation? Explain its guidelines?
3. Answer the following questions in about 150 words each. (**any two out of three**) **16**
- What is meeting? What are the responsibilities of the chairman?
 - You are Steven Black, secretary of Young Generation Club, Nagpur. The well-known writer Chetan Bhagat has agreed to visit the club and interact with its members on 16 January 2023. Write a notice informing the members of the club about the date, time and venue of the function being organized to honour the writer.
 - You are the principal of Vidya Niketan Arts, Commerce and Science College, Gadchiroli. Prepare an agenda for a meeting with the head of the English department and the secretary and the treasurer of the college literary association. The meeting has been called to discuss the venue, date, time, the event and the budget for the annual literary festival.
4. a) Do as directed (**any four**) **04**
- Chandrapur is one of the most polluted cities in India. (Change into positive degree)
 - Karan is not as tall as Ratan (Change into comparative degree)
 - No other river in India is as long as the Ganga (change into superlative degree)
 - Sarita is more beautiful than Reena (Change into positive degree)
 - Ramesh runs faster than Rajesh. (Change into positive degree)
 - Harshal is cleverer than most other boys in the class. (Change into superlative degree)

b) Change the narration of **any three** of the following.

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- 1) Raman said, "I have done nothing wrong"
- 2) Lata said, "I will decorate the room"
- 3) Lalan said that he was going to Raipur
- 4) Laxman exclaimed that the painting was very lovely.
- 5) "The film is interesting", he said
- 6) "Clean the blackboard", the teacher said to me

c) Your brother lives in Sangli. He has stood first in the examination. Compose an e.mail congratulating him.

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OR

You are a hostler. You are not getting quality food in your mess. Email your warden complaining about your problem.

5. Answer the following questions in about one or two sentences each (**any six**)

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- 1) What are the elements of communication?
- 2) What is line graph?
- 3) What is pictogram?
- 4) What do we say at the beginning and at the end of the interview?
- 5) What are different kinds of presentations?
- 6) What is quorum?
- 7) What are the minutes?
- 8) What is importance of agenda?
