



- Notes : 1. All questions are compulsory
2. All questions carry equal marks.

1. Answer **any two** of the following questions in about 150 words. **16**
- i) Write in detail about the communication.
 - ii) Which are the types of graphic representation? Explain any two with example.
 - iii) Describe the Upward communication and the Grapevine communication.
2. Answer **any two** of the following questions in about 150 words. **16**
- i) Which points should the candidate keep in mind while facing an interview?
 - ii) Write down the points which will make presentation more effective.
 - iii) What should an interviewer do while taking interview of the candidate?
3. Answer **any two** of the following question in about 150 words. **16**
- i) What should the notice and the agenda contain? Write down the example of notice.
 - ii) Imagine that you are the Secretary of students Grievance Redressal Committee of the college. You have to hold the meeting of this committee, so prepare the Agenda and Minutes of the meeting.
 - iii) What are the responsibilities of a person who conducts or manages the meeting?
4. a) Change the degree of the following sentences. (**any four**) **08**
- i) Rohan is more intelligent than any other students in the class.
(Change into the positive degree)
 - ii) Writing is as important as the reading of the book.
(Change into comparative degree)
 - iii) Very few dance styles are as famous as Bharatnatyam.
(Change into superlative degree)
 - iv) Orange is the sweetest fruit.
(Change into positive degree)
 - v) Mobile phone is one of the most significant devices in this era.
(Change into comparative degree)

b) Change the narration. **Any four**

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- i) Minakshi said to Pranali, "I want to invite my friends to my birthday party."
- ii) The Principal said to the peon, "Submit this file to the government office."
- iii) Mahesh says, "What is the matter?"
- iv) Nitin said to Priya, "Are you going to visit the place?"
- v) Jeevan explained, "What a big this building is!"
- vi) The teacher said to the students, "Complete your assignment today anyhow."

5. a) You have to prepare notice of the meeting and send to the members of Payal Social Welfare Club through email. Prepare the draft of the notice using the format of email.

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OR

Draft the structure of composing Email.

b) Answer the following questions in one or two sentences,

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- i) What is verbal communication?
- ii) What is meant by agenda of the meeting?
- iii) What is graphics?
- iv) What is the purpose of conducting the meeting?
