



1. Explain the term communication. Describe oral and written communication. **8**

OR

Explain in details the barriers of effective communication.

2. Explain in details about memory techniques. **8**

OR

Explain briefly the principles of written skills.

3. Write an application to the principal of U.H.S. School, for the post of 'Maths Teacher'. **8**

OR

You are the librarian of your college write a letter of complaint to a local book seller for having sent books with some important pages missing, Ask for immediate replacement.

4. Explain in details about the elements of reports? **8**

OR

Give detail on:

- i) Stages of report.
- ii) Elements of reports.

5. Write short notes **any four**. **8**

- i) Memo.
- ii) Chart.
- iii) Circular.
- iv) Graphics.
- v) Notice.
- vi) Communication skill.
