

MARKS 75

TIME 2.30. HRS

**Note: -- All Questions are compulsory,
and Carry equal marks.**

1. a). Edit the passage and re-write, with all necessary changes. (15)

Extreme heat has a direct impact on emotional health, It tend increase aggression in to people disturb sleep pattern and lead to decrease productivity and cognition similarly extreme cold condition can depress some people It impact us physically as well as emotionally additionally cold air are generally dry this can dry out nasal and upper respiratory passages pre-disposing us to chances in contracting bacteria viral infection.

2.a) Write an R.T.I. letter, stating that man delivery of " Driving license" (15)

OR

b) What are the principles of good news editing (07)

c) How can we achieve competency in writing (08)

3.a) Draft a letter of complaint as a customer about the bad services provided by the "Health fitness club (15)

OR

b) Explain the features of Report Writing. (07)

c) Explain the features of CopyWriting. (08)

4.a) Your Company has appointed a well known Bollywood celebrity as a brand ambassador for its new line of winter clothing write a press release for the Company (15)

OR

b) Explain the objectives of writing an abstract. (07)

c) What is Hard News ? How is it different from Soft News (08)

5.a) Prepare a "Bar-Chart diagram on the given information (15)

a) Education :- Male in (1970-71) 1000, Female -0.

b) Male- (1980-81) 800, Female -50

c) (1990-91)150 Male, Female-250.

OR

B) What is editing ? Explain the Common errors in editing.

(15)

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