



1. a) Answer the following questions in about 75 words. 5
What is the purpose of skimming and scanning the text?

OR

Write a note on Surveying the Reading matter and Identifying the Text type?

- b) Answer the following questions in about 75 words. 5
What are some common expressions used while taking leave?

OR

Mention some common expressions used while joining a conversation.

2. a) Answer the following questions in about 75 words. 5
Write a note on 'Minutes'

OR

Write a note on 'Note – Making'

- b) Answer the following questions in about 75 words. 5
What is 'a Newspaper Report'?

OR

Write a note on 'Formal Report'.

3. a) Answer **any two** of the following questions in about 50 words each. 8

- i) Write a short note on 'Reading and comprehension.
- ii) What are bad reading habits?
- iii) What is eye-span and what are the various ways of improving eye- span?

- b) Answer **any two** of the following questions in about 50 words each. 8

- i) What are some common expressions used while leaving a conversation?
- ii) Mention some common expressions used while greeting.
- iii) What are some common expressions used while introducing self?

4. a) Answer **any two** of the following questions in about 50 words each.

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- i) What are the qualities of good notice?
- ii) What kind of language is used in an agenda?
- iii) What are types of Minutes?
- iv) What are the essential skills required for 'Note -Making'?

b) Fill in the blanks choosing the correct word from the bracket.

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- i) 'Vice Versa' means -----.
(The reverse, Orally)
- ii) 'Proximo' means -----.
(Of next month, for and against)
- iii) 'Nota bene' means -----.
(take notice, the very fact)
- iv) The School demanded the child's ----- certificate.
(Birth, berths)
- v) The prisoner was sent to -----.
(Jail, Gole)
- vi) I lived on the third ----- of the house.
(Story, storey)
