

- 6 Find the correct spelling from the following
(A) Conoiser (B) Connoisseur
(C) Connoisseur (D) None of above
- 7 Castigate as word refers to...
(A) Self anger (B) Self love
(C) Scold (D) Self pity
- 8 Latin root queror means...
(A) To admire (B) To complain
(C) To scold (D) None of the above
- 9 Supercilious as word refers to
(A) Arrogant (B) Humble
(C) Calm (D) Happy
- 10 Latin root Vacillo means
(A) Swing back and forth (B) Run back and forth
(C) Jump back and forth (D) None of the above

SECTION - II

- 1 Write a short note on any two of the following **10**
(1) Process of communication
(2) Advantages and disadvantages of non verbal communication
(3) Body language
(4) Para language
- 2 (a) As a secretary of company write an individual report **10**
for inspection of the branch office.
- OR**
- (b) Write a committee report on the reasons which led **10**
to strike in your company.

- 3 (a) Read the following passage carefully and make a summary or make a note : 10

India's history and culture is ancient and dynamic, spanning back to the beginning of human civilization. Beginning with a mysterious culture along the Indus River and in farming communities in the southern lands of India. The history of India is one punctuated by constant integration with migrating peoples and with the diverse cultures that surround India. Placed in the center of Asia, history in India is a crossroads of cultures from China to Europe, and the most significant Asian connection with the cultures of Africa.

India's history is more than just a set of unique developments in a definable process; it is, in many ways, a microcosm of human history itself, a diversity of cultures all impinging on a great people and being reformed into new, syncretism forms. IndHistory.com brings you the India's history starting from ancient history of India to modern Indian history. Shown below is the India timeline starting from 3000 BC of ancient INDUS valley civilization and HARAPPA civilization to 1000 AD of Chola Dynasty of ancient history of India.

OR

- (b) Prepare a notice and the minutes of the staff meeting with agenda of organizing an event. 10

OR

- (c) Write an FIR or complain on the crime scene. 10

- 4 (a) Write a press report on the celebration of HOLI in your city. **10**

OR

- (b) Write a press release to a reputed news paper requesting them publish a press release regarding science symposium that you are planning to organize. **10**
