



- (iv) Shakespeare was born on 1564.
- (v) We go to the theatre last evening.
- (vi) I wanted to avoid meet him.
- (vii) I went to school daily.
- (viii) I am pursuing a four years degree course

**2** Write a précis of the following passage reducing it to one-third of its length : **14**

The history of the Indian woman has been a chequered one. They have had period of greatness when they were equal partners with men, sharing their rights and privileges and contributing to the pattern of the times. They have had a long unhappy period when they were deprived of all rights and gradually reduced to a position of complete dependence on their men. During the 19<sup>th</sup> century, it was the great social reformer like Raja Ram Mohan Roy who fought for education and social rights for women. His efforts laid the foundation of future emancipation. But the benefits of time were confined to a relatively small group. The coming of Gandhiji, however, ushered a new era. The Indian women took a big step forward on the road to progress. "Women" said Gandhiji, is the companion of man, gifted with equal mental capacities. She has the right to participate in the minutes details of the activities of man, and she has the same right of freedom and liberty as he". Gandhiji appealed to women to come out of the walls of their homes and throw themselves into the national movement. The interesting thing is that they came. The voice of Gandhiji entered into innumerable houses; wherever it was heard, there the women shed their doubts and fears and walked into the world. A new life began for them and new hope for the nation.

(238 words)

- 3** What are the barriers to communication and over-coming strategies? Explain the types of non-verbal communication. **14**
- 4** As the chief executive of ABC Company, you are asked to purchase 50 computers. Draft a letter of enquiry to purchase computers. **14**
- 5** Draft a Notice on "Your school is planning to organize a 'School sprucing up' day where all students would be taking up jobs related to cleaning up the school premises. This is being organized to create a feeling of belongingness as well as appreciating dignity of labour." **14**
- 6** Write an application along with your CV for the post of F & B Service Captain for ABC Group of Hotels, Dubai. **14**
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