



- Notes :
1. All question carry equal marks.
 2. Answer **any five** questions.
 3. Use of pen Blue/Black ink/refill only for writing the answer book.

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| 1. | Character is destiny character is that on which the destiny of a nation is built one cannot have a great nation with men of small character. We must have young men & women who look upon others as the living image of themselves as our shastras have so often declared.
But whether in public life or student life, we cannot reach greater heights, if we are lacking in character. we can not climb the mountain when the ground at our feet is crumbling. When the very basis of our structure is shaky how can we reach the heights we have set before ourselves? We must all have humility Here is a country which we are all interested in building up for whatever service we take up, we should not care for what we receive. We should know how much we can put into that service. That should be the principle which should animate our young men & women ours is a great country, we have had for centuries a great history. The whole of the east reflects our culture. | 12 |
| | Answer the following questions- | |
| | a) What is the passage about. | |
| | b) What kind of young men & women must we have. | |
| | c) How can we reach the great heights we have set before ourselves? | |
| | d) i) We must have humility (Use auxiliary of advice).
ii) We cannot reach great heights (Add question tag). | |
| | e) Give the adjective form of- | |
| | i) Humility ii) Reflection | |
| | f) Why is ours a great country? | |
| 2. | Discuss in detail process / Elements of communication? | 12 |
| 3. | a) ASK for the quotation for the purchase of computers from Sai computers, Mumbai. | 6 |
| | b) What is Agenda? Write an Agenda for call of Board meeting? | 6 |
| 4. | a) What is verbal communication? Write a note on public speaking. | 6 |
| | b) Write a note on listening skill. | 6 |
| 5. | a) Write an application for job of sales Representative as per advertise publish in news paper? | 6 |
| | b) Write in detail regarding preparation of an interview. | 6 |
| 6. | What do you mean by Barriers in communication? Discuss different barriers in communication in detail. | 12 |
| 7. | Write short notes on any two . | 12 |
| | a) Communication through technology. | |
| | b) Limitations of Non- verbal communication. | |
| | c) Group Discussion. | |

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