

Direct questions (8 MARKS)

- 1) Briefly explain the historical background of English language.
- 2) Write a note on Tense forms in English language.
- 3) What are the types of tenses? Explain.
- 4) How many Parts of speech are there? Briefly explain it with examples.
- 5) What are Idioms? Where it is been used? 6. Write a note on Clauses and phrases.
- 6) What are the two types of Comprehensions used in English writings? Explain.
- 7) Briefly explain the sentence structure in English.
- 8) Explain the importance of English language as a communication tool.
- 9) Briefly explain how the English language dominated other languages in the globe.
- 10) What do you mean by Linkers? Explain it with examples.
- 11) Write a passage on the topic "A night in devil's room".

8 MARKS Direct Questions:

- 1) What do you mean by written communication? Mention the importance of it in a business.
- 2) Explain the Advantages and Disadvantages of Written Communication in a Business.
- 3) Mention the 10 Fundamentals of Business writing. Explain.
- 4) Give a brief note on ABC-3 Models required in an effective written communication.
- 5) What is an Agenda? Explain with Dos and Don'ts of an Agenda.

- 6) What are minutes of Meeting? What are the five elements to be included in it? Explain.
- 7) Give a brief note on Online sharing in written communication.
- 8) Define Memorandum. What are the parts of memorandum? Explain.
- 9) Explain the importance of effective presentation skills.
- 10) What do you mean by a Professional presentation? How to make it effective?
- 11) Explain the tools for an effective written communication.
- 12) Give a brief note on:
 - a) Online sharing of documents.
 - b) Notice for meeting.
