# 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”.

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# 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:
13. Online sharing of documents.
14. Notice for meeting.

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