Que . 1   Solve the following (Any Two)   10 Marks

1. Write about formet of "Meeting Minutes for Business"
2. Write about formet of "Academic Memorandum"
3. Write a Professional Resume .

Que . 2   Solve the following (Any Two)   10 Marks

A. Solve the following.

1. Pointing to a photograph of a boy Suresh said, "He is the son of the only son of my mother." How is Suresh related to that boy?
2. If A is the brother of B; B is the sister of C; and C is the father of D, how D is related to A?
3. Rohit walked 25 m towards south. Then he turned to his left and walked 20 m. He then turned to his left and walked 25 m. He again turned to his right and walked 15 m. At what distance is he from the starting point and in which direction?
4. Radha moves towards South-East a distance of 7 km, then she moves towards West and travels a distance of 14 km. From here she moves towards North-West a distance of 7 km and finally she moves a distance of 4 km towards east. How far is she now from the starting point?
5. A, P, R, X, S and Z are sitting in a row. S and Z are in the centre. A and P are at the ends. R is sitting to the left of A. Who is to the right of P ?
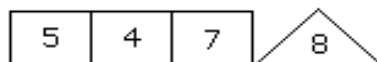
B. Solve the following.

1. If "EARTH" is written as FCUXM in a certain code. How is MOON written in that code?
2. If SYMBOL is written as NZTMPC is it a certain code? How is NUMBER written in that code?
3. Rohit walked 25 m towards south. Then he turned to his left and walked 20 m. He then turned to his left and walked 25 m. He again turned to his right and walked 15 m. At what distance is he from the starting point and in which direction?
4. Statements: Some mangoes are yellow. Some tixo are mangoes.
Conclusions: 1) Some mangoes are green.
                      2)Tixo is a yellow.

    a) Only (1) conclusion follows b) Only (2) conclusion follows
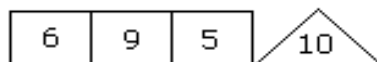
    c) Neither (1) nor (2) follows   d) oth (1) and (2) follow

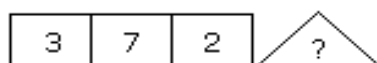5. .Which one will replace the question mark ?

a) 1

b) 4

c) 3

d) 6

C. Solve the following.

1. Statements : some papers are pens. All the pencils are pens..
   Conclusions: 1) Some pens are pencils.
                         2) Some pens are papers.

   a) Only (1) conclusion follows   b) Only (2) conclusion follows

   c) Either (1) or (2) follows   d) Both (1) and (2) follow
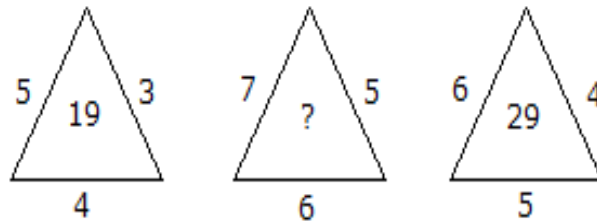
2. Which one will replace the question mark ?

   a) 25

   b) 37
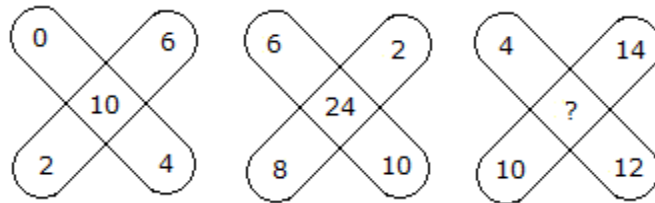
   c) 41

   d) 47

3. Which one will replace the question mark ?

   a) 36

   b) 48

   c) 38

   d) 30

4. If A is the brother of B; B is the sister of C; and C is the father of D, how D is related to A?

5. Introducing a boy, a girl said, "He is the son of the daughter of the father of my uncle." How the boy related to the girl?

Que 3 .Answer the Following.   5 Marks

1. Definition of " Notice ".
2. Definition of "Agenda"
3. Look at this series: 7, 10, 8, 11, 9, 12, ... What number should come next?
4. Look at this series: 36, 34, 30, 28, 24, ... What number should come next?
5. In a row of 20 students facing North, R is 9th from the left end. How many students are there between R and S?