

Q.17 Fill in the blank with correct preposition.

- a) He sat _____ the shade of a tree.
- b) I am fond _____ music.
- c) The post office is situated _____ the temple.
- d) My uncle lives _____ Mumbai.
- e) Who is Knocking _____ the door?

Q.18 Share some tips to enhance one's personality.

SECTION-D

Note: Long answer type questions. Attempt any one questions out of two questions. (1x10=10)

Q.19 What are the characteristics of a Good Leader. Explain in detail.

Q.20 Describe the process of using Swot Analysis in detail.

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Time : 3 Hrs.

M.M. : 50

SECTION-A

Note: Multiple Choice questions. All questions are compulsory. (5x1=5)

Q.1 Career planning does not involve.

- a) Self evaluation
- b) Focusing on other people
- c) Exploring career options
- d) setting goals

Q.2 Fill in the blank :

A _____ of flowers.

- a) Herd
- b) Set
- c) Class
- d) Bouquet

Q.3 Choose the correct spelling

- a) Rhythm
- b) Rehythem
- c) Reythem
- d) Rhytham

Q.4 Choose the correct spelling

- a) concantretion
- b) concentration
- c) consentrarion
- d) concontration

- Q.5 Body language does not include _____.
a) Gestures b) Postures
c) Eye movement d) Loud speaker

SECTION-B

Note: Objective type questions. All questions are compulsory. (5x1=5)

- Q.6 The business letters are written for _____ matters.
(personal/business)
- Q.7 A leader must listen _____ of team members. (order / feedback)
- Q.8 Write short form of Memorandum.
- Q.9 What does letter 'O' in Swot Analysis means.
- Q.10 A person with positive attitude always find positive things in others. (True/False)

SECTION-C

Note: Short answer type questions. Attempt any six questions out of Eight questions. (6x5=30)

- Q.11 What is importance of Knowing Yourself.
- Q.12 What are the barriers to communication.

- Q.13 Put the words in blanks in the appropriate form.

(use a Prefix or Suffix)

- a) The team won the _____. (champion)
- b) I couldn't find any _____ in the theory. (weak)
- c) The _____ explained the lesson. (Teach)
- d) I think that you should _____ your decision. (Consider)
- e) The road was too narrow, so they had to _____ it. (wide)

- Q.14 Write a detailed note on communication Skills.

- Q.15 Explain the importance of Leadership.

- Q.16 Fill in the blanks with Article.

- a) We need _____ umbrella for the rain.
- b) She wore _____ beautiful dress.
- c) Mount Everest is _____ highest peak.
- d) Harsh is _____ best boy in the class.
- e) Sri Lanka is _____ Island.