

- Q.12 What is memorandum? What are the occasions for writing a memorandum?

Q.13 What is preposition? Give its types.

Q.14 What are the important points to be kept in mind while appearing in an interview?

Q.15 Your friend was not able to perform well in the interview. Motivate him for the same.

Q.16 What is communication? How is it important in business?

Q.17 Write a memo warning an employee against his habit of coming late to the office.

Q.18 Fill in the blanks with suitable article (a, an, the)

 - 1) I broke.....vase my brother brought
 - 2)Taj Mahal is a beautiful building
 - 3) I meatEuropean yesterday.
 - 4) He was writing.....application.
 - 5)apple a day keeps the doctor away.

SECTION-C

Note: Long answer type questions. Attempt any one question out of two questions. (10x1=10)

- Q.19 Write a circular announcing the change in office timings.

Q.20 Write a letter to the SHO to your area complaining about the theft of your scooter.

No. of Printed Pages : 2

188434

Roll No.

**Level 4, 1st Sem./ DVOC (Ref & Air Cond,
Medical Imaging, Tech, Auto Servicing,
ITM PT, BFSI, SD, AMT, Food Processing,
EMS graphics, Multi media)**

Time : 2 Hrs.

M.M. : 50

SECTION-A

Note: Objective/ Completion type questions. All questions are compulsory. (10x1=10)

- Q.1 From which language is the term communication derived? (Greek, Latin)

Q.2 The Aeroplane is flyingthe clouds.
(above, on)

Q.3 I.....writing a letter. (is, am)

Q.4 He is so week.....he cannot walk, (that, because)

Q.5 To express universal truth simple.....tense is used .(past,present)

Q.6is your book? (what, which)

Q.7 Union.....strength . (is, are)

Q.8 What is the short form of memorandum? (memora, memo)

Q.9 An agenda is acommunication. (Formal, Informal)

Q.10 Mother looksthe baby. (behind, after)

SECTION-B

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

- Q.11** Draft a notice informing the hockey players about a Hockey Tournament to be held in your institution.