

Group B

Attempt any SIX questions.

11. How do you distinguish a science fiction from other kinds of fiction? Explain basing on the stories given in your textbook.
12. What are the components of arguments? Explain with appropriate examples.
13. Lists are used in letters, e-mail, fax messages and memos. What are the major objectives and advantages of using lists and bullets? Explain.
14. In the story 'Who can Replace a Man' the penner claims to have class three brain. Why do the tractors and the field minder leave the penner behind rejecting his request for help? Why he becomes useless after crashing down to the ground? Explain.
15. What are the guidelines to be followed while designing leaflets? Explain basing on the text prescribed in your course.
16. What do you mean by brainstorming a topic? Explain with an appropriate example.
17. An argument states with a basic reason. Read the following sentence and draw an immediate and then a main conclusion.

If Cigarette advertising were banned, Cigarette manufacturing would save the money they would otherwise have spent on advertising.

Attempt any TWO questions.

[2*10=20]

Group C

18. A lot can be done to make meetings effective. What measures would you suggest to make meeting effective if you were a member of a meeting? Explain.
19. Of late, major cities, especially the capital city, of Nepal have become notorious because of frequent traffic congestion. In this context, write an argumentative essay about the benefits and disadvantages of our widespread use of motor cars. Come to a conclusion as to whether the motors can be good thing or bad thing in light of daily problems faced by the commuters in the capital city and elsewhere in Nepal.
20. You work for Aurora Holdings Plc, a large manufacturing company. In a recent board meeting, it was decided to review the company's staff benefits. At present they include only a company

pension scheme and a subsidized canteen. The Human Resource director asks you to research the additional benefits that could be introduced. You should also recommend three benefits which you consider would be most welcomed by all the members of staff. Compile a formal report following the prescribed series of headings as discussed in your text of Communication for Business.