

**Instructions to the candidates:**

- 1) All questions are compulsory.
- 2) Figures to the right indicate full marks.

**Que.1. Answer Any one of the following****[15]**

- 1) How did the rumour break the bank in the short story *The Boy Who Broke The Bank* by Ruskin Bond?
- 2) What qualities does the poet wish his country to have in the poem *Where The Mind Is Without Fear* by Rabindranath Tagore?

**Que.2. Answer any two of the following****[10]**

- 1) Priya goes to the head of her department with a request for a day's leave in a formal dialogue.
- 2) Pravin forgets to wish his friend Komal on her birthday and calls her to apologize. Komal assures him that it is all right in informal dialogue.
- 3) Your mother calls you to know about your routine. Write an informal dialogue.

**Que.3. Answer Any two of the following****[10]**

- 1) There is an advertisement for the post of HR manager in a hotel. Write an application letter for the required post.
- 2) Write a resume for the following advertisement.  
**\*Wanted:** an experience lawyer in the law firm with good communication skills, contact box no. 9876, Mumbai-500 029.
- 3) Suppose, you are going to conduct a mock interview for the post of assistant professor of Mathematics. Prepare a list of questions.

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Duration: 120 Minutes]

[Max. Marks: 35

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**1. Answer any one of the following**

[15]

- a) Write a character sketch of the narrator with reference to the story *My Financial Career*.
- b) Summarise the main ideas expressed in the poem *Stopping by Woods on a Snowy Evening*, and relate them to human life.

**2. Answer any two of the following**

[10]

- a) You are Pravin Kumar, secretary of the young writers club, Pune. The well-known writer Amitav Ghosh has agreed to visit the club and interact with its member on 16 July 2024. Write a notice informing the members of the club about the date, time and venue of the function being organised to honour the writer.
- b) Discuss the different types of web content.
- c) You are the secretary of the Bharat Sports Club in your town. The meeting of the office bearers of the club is scheduled for the 15<sup>th</sup> of next month. Prepare an agenda for the meeting.

**3. Answer any two of the following**

[10]

- a) What is communication? Differentiate between verbal and non-verbal communication.
- b) What is SWOT analysis? Discuss the basic elements of SWOT analysis.
- c) What are the phases involved in project management?

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