

- 1.(a) Explain the importance of body language in oral communication.  
**OR**  
(b) Classify different media and critically examine the role of each medium in promoting communication.
- 2.(a) How to introduce oneself and others?  
**OR**  
(b) Explain the role of wit and humour in communication.
- 3.(a) What is a notice? Prepare a notice to inform about changed working hours to students.  
**OR**  
(b) Draft a letter of enquiry to buy fans to your college.
- 4.(a) Differentiate between formal and informal communication.  
**OR**  
(b) What is the use of dictionary?

**PART - B**

1. Give the antonym for the following. **(4x5 = 20)**  
1. Persuade  
2. Lethargy  
3. Selfish  
4. Enormous  
5. Civilised
2. Give one word substitutes for the following:  
1) To visualise future's achievements and goals.  
2) A place of safety especially for refugees.  
3) One who hates women  
4) Murderer of father  
5) A stage when a child develops into an adult.
3. Correct the errors and re-write the sentences  
1) Let us discuss about the problem  
2) I got passing marks  
3) The wages of sin are death  
4) He is habituated to smoking  
5) I am strong enough to look after me.
4. Rewrite the following sentences as directed  
1) He said to me, "Help him in settling the accounts". [change into indirect speech]  
2) He has passed many difficulties. [Insert appropriate preposition]  
3) People say that Einstein was a genius. [change into passive]  
4) I \_\_\_\_\_ the telephone bill yet (not pay) [use the correct form of verb]  
5) Maldives is group of islands. [insert appropriate article].

OR  
(b) What was the teaching of Swami Vivekananda regarding 'work'?

2.(a) What are the dos and don'ts for parents in the brought up of children?

OR

(b) Why does 'School failure' occur?

3.(a) What did Andrew Carnegie learn from his parents?

OR

(b) How did Carnegie's 'Gospel of wealth' influence the modern world?

4.(a) According to C.E.M. Joad what are the defects of our civilization.

OR

(b) How important are order and safety? Explain with examples.

5.(a) "Reports are numerous". Explain the different types with examples.

OR

(b) Write an essay on 'The world of my dreams'.

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