

[illegible]

- Make sentence from the two words to differentiate their meaning: sight, site.
- Insert comma where necessary: The necessity of amusement park made me a carpenter a bird eager a gardner.
- Use the idiom **Up to the mark** in an appropriate sentence.
- Use the foreign words **raison d'être** in a sentence.
- Convert the following nouns into adjectives: a) Man b) Courage.
- Name the part of speech underlined in the sentence: John is absent because he is ill.
- Fill in the appropriate adverb: It is raining \_\_\_\_\_ (heavy).
- \_\_\_\_\_! She is dead. (Fill an appropriate interjection).
- Differentiate between Extempore & Speech.
- What font styles can be used in making a presentation?

### SECTION-B

- Q2. Discuss the importance of body language and voice modulation for presentation.
- Q3. Elucidate the basic guidelines for group discussion.
- Q4. What is audience analysis? Discuss its importance in making presentation.
- Q5. Discuss the general points to be kept in mind for preparing for an interview.
- Q6. Explain the different types of letters with examples.

### SECTION-C

- Q7. Enlist the various types of interview and discuss any 3 in detail.
- Q8. Write a letter to the HR Manager of Taj Hotel, Chandigarh for seeking a job in Front Office Department.
- Q9. Discuss the steps in detail to be undertaken for making a successful presentation.