



Q.1. Answer the following short questions:

(6x5=30)

- 1) What is coherence in an essay?**
- 2) What is an impromptu presentation?**
- 3) What is skimming and scanning?**
- 4) What is a progress report?**
- 5) What is the function of general statements in an essay?(5**
- 6) What is a narrative essay?**

Q.2. Answers the following questions.

(3x10=30)

- 1) What are the parts of a report?**
- 2) What are the different ways of delivering a presentation?**
- 3) How is paragraph writing different from essay writing?**