



THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED

Q.1. Answer the following short questions (6x5=30)

- I. Why is cover letter needed along with CV when applying for a job?
- II. "Presentation is not performance; is the conversation that you have with the audience"
- III. What are different types of reading? Which reading technique do we employ when listening to a lecture? And why?
- IV. EXPLAIN why is the introductory paragraph considered very important in essay writing?
- V. What is a MEMO? Why is the use of MEMO so frequent in cooperative world?
- VI. Which personal hobbies should you mention in the C

Q.2. Answer the following questions. (3x10=30)

- 1. What are the prewriting techniques used for essay writing?
- 2. i) **Situation:** *You have just returned from visiting your friends. They live in a quiet part of the town and you would like to know if there are any properties in their area for sale.*

Write a LETTER to the local estate agent outlining details of the type of property you require.

- | | |
|---|-------------------------|
| Do you want a house, apartment or bungalow? | Do you need a garage? |
| How many bedrooms do you require? | Do you want a study? |
| Do you want a large or small garden? | Do you need a basement? |
| Do you want to be near to local amenities? | Any other requirements? |

3. Read the paragraphs below. Write the **Topic** of the paragraph and **EXPLAIN** the writer's purpose.

Younger sisters can be incredibly stupid. Take mine for instance; she did something that I have never seen before. Granted, she was only four years old at the time, but still, here's what happened. I got a sling shot one year for my birthday and was having a great time out in the back yard shooting old soda cans over with small pebbles, using the slingshot. My sister came out, thought it looked fun, and wanted to give it a try. Being the kind and generous brother I was, I let her have a go at it. Holding the handle of the slingshot in her left hand, she selected a good pebble from the ground and placed it tightly in the pouch of the sling with her right. Raising her arms up to her face she pulled back on the elastic band, took careful aim, and let it go. Unfortunately, she got a little confused. Instead of holding the handle at arm's length and pulling the band toward her nose, she did just the opposite. She held the handle close to her face and pulled the band away from her. When she let go the pebble, band, and pouch hit her right in the nose. Predictably, she ran into the house crying her eyes out. I, on the other hand, noting that she was not seriously hurt or injured, laughed hysterically. She claims not to remember this particular incident, even when I bring it up occasionally during moments of nostalgia.

Topic: _____

Purpose: _____