



**THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED**

**Q.1. Answers the following short questions: (6x5=30)**

- i. Which steps should be followed by a successful presenter?
- ii. What is the importance of audio / visual techniques used during the presentation?
- iii. Which important steps should be included in a formal letter before beginning the 'main body' of the letter?
- iv. How do you think an interviewee should dress up for the interview?
- v. What should be the closing remarks in a job application letter?
- vi. How do you think the question about one's weaknesses should be tackled in an interview?

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

- i. Write a short report on Covid crisis in your hometown?
- ii. Write a letter to the newspaper editor about the irresponsible behavior of public on events of national significance such as the independence Day.
- iii. Write a job application letter to the company/ institute where you intend to work. Mentioning your achievements and skills, show you desire to work with them.