



Q.1. Answer the following Short Questions:

(6x5=30)

1. Why is public-speaking is a necessary skill?
2. How does knowing one's audience during presentation will help?
3. What are the essential sections of long report?
4. Why is it important to maintain bibliography while writing a report?
5. What important points are kept in mind when we choose to write a technical report using narrative writing technique?
6. What are the four stages of argument construction while writing an essay?

Q.2. Answer the following questions.

(3x10=30)

1. What are do's and don't of successful presentation? Explain
2. Write a detailed note on different categories of reports?
3. How is personality description different from object description? Explain with one example each.