Instructions:
1) All questions carry equal marks (16 marks each)
2) Attempt any 5 questions

1. What is the meaning of the terms ‘eye span’ and eye fixation? How can you increase your eye span?

2. Explain the different types of conversations with examples.

3. What are the qualities of a good Notice? What is the standard format of an agenda?

4. What factors should you bear in mind while writing formal and informal letters?

5. What are the essentials of a Curriculum Vitae (CV)

6. Explain Adjectives.