



-
1. Answer **any two** of the following questions in about 150 words each. **16**
- a) What is the need and importance of communication skills in modern time?
 - b) Write a note on the barriers of communication.
 - c) Write a detailed note on the forms of communication.
 - d) What are the types of communication? Discuss in detail.
2. Answer **any two** of the following questions in about 150 words each. **16**
- i) Write a note on designing a message and developing a message.
 - ii) What are the qualities of good writing? Explain.
 - iii) What are the advantages of formal communication?
 - iv) Discuss an importance of consciousness and its importance in written communication.
3. a) Answer **any two** of the following questions. **8**
- a) Write a letter of enquiry to Bhatiya and Sons Electronics Private Ltd., Pune, asking the price of various electronic items.
 - b) Write a letter of reply to the Manager, Shivaji Roller skating Academy, Nagpur answering the prices for various items he had enquired for.
 - c) Write a letter of order to the Western Book Depot, Sadar, Nagpur, placing an order for the books prescribed in your syllabus.
 - d) Write a letter of complaint to the Officer, Municipal Corporation, Chandrapur against the garbage in your locality.
- b) Find out the errors in given sentences and rewrite them. **8**
- i) Will you please lend me any money.
 - ii) My brother is fond to dance.
 - iii) Many students find that mathematics are a very dull subject.
 - iv) Rohini never bunking the classes.

4. Answer **any two** of the following questions in about 150 words each. 16
- a) Write an importance of report writing.
 - b) How do you present report before your seniors?
 - c) Explain presentation of report.
 - d) Explain the structure of report writing.
5. Answer **any eight** of the following questions. 16
- i) What is a written communication?
 - ii) What is an oral communication?
 - iii) What is a message?
 - iv) What is a letter of execution?
 - v) What is the objective of a letter of collection?
 - vi) What is an adjective?
 - vii) What is clarity in written communication?
 - viii) What is coherence in good writing.
 - ix) Define written communication.
 - x) Write five qualities of good writing.
