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- Q.1 Answer the following questions in brief (any three) 12**
- 1) What is horizontal communication ?
 - 2) What are features of effective communication ?
 - 3) Explain grapevine communication ?
 - 4) What is formal and informal communication ?
 - 5) What is communication and how it is important in our lives ?
- Q.2 Answer the following questions in brief (any three) 12**
- 1) What is the use of dictionary and a thesaurus ?
 - 2) Use word 'cool' in two different sentences expressing different meaning.
 - 3) Write synonyms of the following
i) Happiness ii) Destroy
 - 4) Write two different sentences of the following
i) Hard ii) Hardly
 - 5) Find the closely related words of the following
i) Clever ii) Neat iii) Talk iv) Shout
- Q.3 Attempt any three 12**
- 1) Use the word 'cool' in different senses in three sentences
 - 2) Tick the right combination of words below
i) Fluent English / Easy English
ii) Hardly nothing / Practically nothing
 - 3) Make as many as possible words of the following
i) Imagine ii) Waterfall
 - 4) Give Synonyms : i) Appear ii) Futile
- Q.4 Answer the following (any two) 12**
- 1) What is voiced and voiceless sounds
 - 2) What is stress ?
 - 3) Transcribe the following
i) find ii) thought iii) school iv) find v) harm vi) class
- Q.5 Attempt any three 12**
- 1) Write the greetings and responses for it.
 - 2) Write conversation between you and your friend at birthday party.
 - 3) What is group discussion and ingredients of it
 - 4) What are basic interview techniques ?
 - 5) What is meetings ?