



7. \_\_\_\_\_ is a unit of sound.
8. English is said to be \_\_\_\_\_ since the letters do not correspond to the sound.
9. Diphthongs are \_\_\_\_\_ in number.
10. \_\_\_\_\_ are sounds during the production of which air escapes through the mouth freely and continuously without any audible friction.

(10 × 1 = 10 Marks)

II. Answer **any eight**, each in a short paragraph not exceeding **50** words.

11. What is verbal communication?
12. What is noise?
13. Skimming
14. Name any two barriers to effective communication.
15. State any two rules of telephone etiquette.
16. What are the skills required by an Anchor?
17. What is plagiarism?
18. Explain macro skills and micro skills involved in learning a language.
19. Differentiate between close reading and interactive reading.
20. What is the difference between interpersonal and intrapersonal communication?
21. Discuss the different types of editing.
22. Write a note on pitch and intonation.

(8 × 2 = 16 Marks)

III. Answer any six, each in a paragraph not exceeding 100 words.

23. Imagine that you are attending an interview and complete the following conversation.

You : May I come in, sir?

Interviewer : \_\_\_\_\_

You : \_\_\_\_\_

Interviewer : Good Morning. Be seated please.

You : \_\_\_\_\_

Interviewer : Can you tell me something about yourself?

You : \_\_\_\_\_

24. Prepare a speech on the hazards of cutting down trees / deforestation.

25. Prepare minutes of a meeting conducted by the Film Club in your college. You are the Secretary of the Club and the meeting is related to online screening of a motivational film.

26. Write a script for the anchor who is hosting a cooking competition.

27. Edit the passage given below

The greatest contribution to mathematics and by extension to all branches of science was the concept of Zero-given to the world by aryabhatta, an Indian intellectual. The concept was first burrowed by the Arabs and from them through the Phoenicians, it reached the western world. Therefore the intellectual property right to Zero legally, morelly and historically belongs to India and Indians.

28. Write a blog on a place of historical importance in your state.

29. Explain the rules of netiquette to your friend.

30. How would you introduce yourself during an interview?

31. Write a script for a podcast on Pandemic and Online Teaching.

(6 × 4 = 24 Marks)



- IV. Answer **any two** each in about **300** words.
32. Write a paragraph on **any two** of the following
- (a) Importance of Value Education
  - (b) Your dream job
  - (c) Joint Family System.
33. Write a telephone conversation between you and your dentist. It can be about a appointment.
34. Prepare a cover letter and CV for the post of Office Assistant in a renowned educational institution in response to an advertisement that appeared in a daily.
35. Write a speech to be delivered on World Aids Day.

(2 × 15 = 30 Marks)