SECTION-A

2. (a) Correct the following sentences: [10]
   
i. Every one of the applicants were selected.
   
   ii. Neither he nor his wife are willing to leave this house.
   
   iii. A lot of money have been spent on this project
   
   iv. The ruler and warrior have arrived.
   
   v. It is ten in my watch.
   
   vi. The news is very good to be true.
   
   vii. Bread and butter are his daily breakfast.
   
   viii. We discussed about the matter.
   
   ix. I, who is your friend, will never cheat you.
   
   x. I and Harry want to study.

   (b) Change the following words as directed and use each in your own sentences: [10]
   
   Verb to Noun: know, tell, Apply, admit
   
   Adjective to Noun: true, adverse, happy, solid

3. (a) Write a note on process of communication. What are the points to keep in mind to make communication effective? [10]

   (b) Explain “Communication is the life blood of business”. Why is Communication considered an important responsibility of Managers? [10]


   (b) Write a speech on ‘Indian Economy’. [10]

SECTION-B

5. What are various purposes of writing business letters? Give specific examples. [20]

6. Write letter based on following details: Your firm had ordered for 100 water coolers for Alpha electrical appliances Ltd., New Delhi. Out of 100, 20 water coolers were found in damaged condition on their arrival. As the manager of your firm write a letter to place the order and a complaint letter seeking replacement or adjustments. [20]

7. Explain the elements of communication with the help of a diagram. Also write a note on communication networks? [20]