

3. Write short notes on any **two** of the following: (10)
- Use of Visual Aids in Oral Presentation
 - Humour in Writing
 - Planning and preparation before presentation
 - Discussion skills

- 4 a. Discuss the principles of drafting a report. (12)

OR

- b. Prepare an office memo emphasizing the need of minimizing the use of office cars. (12)

- 5 Do as directed: (12)

i. Each of the boys _____ done his homework. ('to have')

ii. Make words with the following suffixes:

a. - cide

b. - ism

iii. She ___ here since 1998. (put proper form of the verb 'to live')

iv. Give adjectives of the following:

a. capacity

b. Electricity

v. He has become weak _____ hunger. (Insert suitable preposition)

vi. Use following phrases in your own sentences:

a. Rob of

b. Plot against

6. a. *Chennai Cements Ltd.*, Chennai require an Administrative Manager. (12)

They advertised in *The Hindu*. They are looking for a person capable of planning to produce tangible results in business growth. S/he must have good command over spoken and written English and Tamil.

Daft a suitable application along with resume.

OR

- b. Develop a paragraph on the topic *Newspapers and its Relevance in the Electronic Age*. (12)