



### SECTION-B

- Q2. What is the process of listening? How many types of listening are there?
- Q3. “Employers use telephone interviews as a way of identifying and recruiting candidates for employment.” Explain. How is it different from normal interview.
- Q4. What are the various components of voice that help in making the presentation better?
- Q5. What is a Resume? Describe its content with illustrations?

### SECTION-C

- Q6. What is reading comprehension? Narrate reasons for poor comprehension and state how comprehension skills can be improved.
- Q7. Write a paragraph on “Jan Dhan Yojna”
- Q8. Assuming yourself to be the head of Electronics Departments of your Institution, write a report of trouble on the fire caused in the laboratory of your department. Invent details.
- Q9. Write short notes on:
1. Guidelines for writing good description.
  2. 7C's of communication.

