

Note: 1) All Questions are Compulsory.
2) Figures to the right indicate marks.

Q1.A. Mention the different types of using Aids for Presentation. Explain any four in detail. (8 Marks)

B. How to prepare and deliver a presentation? (7 Marks)
OR

P. What are the essential points for Presentation? (8 Marks)

Q.What is Videoconferencing? Give out the advantages and disadvantages of Videoconferencing. (7 Marks)

Q2. Read the given passage carefully and summarise highlighting the main points with a suitable title: (15 Marks)

Resources are found in nature and make a better quality of life for humans. Soil, air, water, sunlight, and trees are all examples of resources that humans use every day, whether they know it or not. Without resources, humans could not live on the planet Earth. Food, water, and sunlight are all examples of a natural resource. A natural resource is a material found in nature that is used by living things. Air, rocks, metals, oil, and salt are all natural resources.

Renewable resources are resources that can be replaced during a human lifetime. Trees, air, water, and even energy from the sun are renewable resources. Trees that are cut down can be replaced quickly when seeds or baby trees are planted. Water from our bathtubs and sinks can be cleaned at treatment facilities so it can be ready to drink. Plants, wind, and rain can help clean the air to make it safe to breathe even if it came out of a car or a factory. Sometimes resources cannot be replaced after they are used. These are called nonrenewable resources. Once nonrenewable resources are all used up, nature will not be able to replace them during a human lifetime. Oil, natural gas, soil and metals are all types of nonrenewable resources that we depend on without even thinking about it.

Q3. A. Define meeting. Give out the advantages and disadvantages of meetings. (8 Marks)

B. Prepare a progress report as a confirmation of an Employee of a Co - operative Bank. (7 Marks)

OR

P. Define Conference and explain its types and the advantages and disadvantages of Conference. (15 Marks)

Q4. A. Draft an application for the post of a junior clerk in a Co - operative Bank. (8 Marks)

B. Write a letter to enquire to a firm of caterers arranging a staff dinner asking for good quotations from leading catering firm. (7 Marks)

OR

P. Draft a letter of complaint of goods damaged in transit for plastic wares. (8 Marks)

Q. Draft a letter of calling a candidate for interview who has been selected for the post of salesman. (7 Marks)

Q5. A. Define Crises Management? Suggest steps to deal with crisis. (8 Marks)

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B. What are the different types of external Public Relation? Explain any three in detail.

(7 Marks)

OR

P. Prepare a notice and agenda for a routine meeting of a bank.

(8 Marks)

Q. How to prepare oneself for a Press Release.

(7 Marks)