

- Note:**
1. All questions are compulsory.
 2. Draw neat diagrams wherever necessary.
 3. Figures to the right indicate full marks.

Q.1 Write short notes on the following: (Any TWO) [10]

- (a) The Seven Cs of Effective Communication
- (b) Features of Effective Oral Communication
- (c) Types of Non- Verbal communication
- (d) Verbal Communication

Q.2 (A) Read the extract and complete the activities given below:

Academics is the field of study and learning that takes place in schools, colleges, and universities. It covers a wide range of subjects like mathematics, science, history, and languages, helping students gain knowledge and develop important skills. In the academic world, learning is often structured, with lessons, textbooks, and exams guiding the process. Teachers and professors play a key role in guiding students, helping them understand complex ideas and concepts.

One of the main goals of academics is to prepare students for the future. By studying different subjects, students learn how to solve problems, think critically, and communicate effectively. These skills are important not just for school, but for life in general, as they help people succeed in their careers and personal lives.

In addition to gaining knowledge, academics also encourage curiosity and independent thinking. Students are often asked to explore topics on their own through projects, research, and presentations. This helps them become more self-reliant and motivated learners. Academic achievements, such as good grades or completing a degree, are also important for personal growth and career opportunities.

Overall, academics play a central role in shaping an individual's future, helping them grow both intellectually and personally.

- i) What is Academics? [01]
- ii) Where does academic learning take place? [01]
- iii) What is one goal of academics? [01]
- iv) What role do teachers play in academics? [01]
- v) How do students explore topics independently? [01]
- vi) Why are academic achievements important? [01]

(B) Grammar Questions :

- i) Identity the subject and the verb in the sentence: "Each member of the team brings unique expertise to the project." [01]
- ii) Identity the Tense in the following sentence" She will call you later." [01]
- iii) Add a Question Tag in the following sentence: "We had a great time." [01]
- iv) Change the following sentence from Active to Passive:" They completed the project." [01]

Q.3 Writing Skills : (Any ONE) [10]

- (a) A leading multi-national company requires Management Trainees for its newly opened branch at Mumbai. The candidate should be a post-graduate with a minimum of 2 years work experience and should have excellent communication skills. Apply with Biodata to P.O. Box No. 7123, The Times of India, Mumbai - 400051.
- (b) You wish to pursue your graduation/diploma at a reputed university in any of the streams of your own choice, either arts, commerce, science, management, medicine, agriculture, engineering, law or any other degree you have in your mind. You have fixed your career goals and also have similar background to achieve your dreams. Write a 'Statement of Purpose' as a part of your application process to get admission at a university of your choice.

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