

- Instructions :** 1) All questions carry equal marks.
2) Attempt any question from the internal choice available.
2) Figures to right indicate full marks.

Q.1 Draft a speech on the opening of a week long programme called "save the street children". **15**

OR

Q.1 Draft a speech you would make on the occasion of send off of your colleague.

Q.2 A committee has been appointed to investigate the possibility of starting a book-stall in your college. Draft a report of the committee making suitable recommendations. **15**

OR

Q.2 A sub- committee has been appointed to look into the problems of theft from your factory premises. Draft a the sub-committee's Report.

Q.3 What is a report ? Why is report writing essential to modern business ? **15**

OR

Q.3 What are the Characteristic of a good written speech ? What point should you bear in mind while drafting a speech ?

Q.4 **Write short notes on (any three) :** **15**

- 1) Formal and informal speeches
- 2) Memorising the speech
- 3) Public speaking
- 4) Speech training
- 5) Features of an Annual Report.
