



- (ii) The Surprise ending of 'The Ransom of Red Chief'.
  - (iii) Samuel Harrogate
  - (iv) Ratan's state of mind after postmaster's departure.
- 3** (a) Draft the notice and agenda of the Statutory Meeting of New Bharat Cloth Mills, Surat. **5**

**OR**

- (b) Draft the notice and agenda of the First Board Meeting of Progressive Publications Limited, Hubli.
- 4** (a) Draft the minutes of the Annual General Meeting of a Company. **10**

**OR**

- (b) Draft a questionnaire leading to an inquiry into student's indifference towards examinations.
- 5** (a) Draft an office order instructing the employees to keep the office clean, smoke free and dust free. **5**

**OR**

- (b) Draft a memorandum warning an employee for his being habitually late.
- 6** (a) Euro Princeware International Private Limited, Sholapur invites application for the post of Office Superintendent. State details of qualifications and work experience in your C.V. **10**

**OR**

- (b) Prepare your presentation as the Managing Director of a Company on the take over of your company by a big international firm who wants to streamline the business.

- 7 (a) As the Secretary of a Company write a report to your directors recommending to decrease the staff of the office giving appropriate reasons. **10**

**OR**

- (b) As the Secretary of Essar Limited, Hajira, draft a report on grievances and demands of the workers who threaten to go on strike.

- 8 (a) Correct the following sentences : (any **five**) **5**

- (i) He thought he will do some good work.
- (ii) I find getting up early in the morning more preferable.
- (iii) Atlantic divides Europe from North America.
- (iv) He gave me some useful advices.
- (v) Madhu was very skilling in cooking Chinese food.
- (vi) Only in India you can talk like that.
- (vii) They each has brought a couple of houses.

- (b) Do as directed : (any **five**) **5**

- (i) Most of the people present here are lawyers.  
(Change the sentence into interrogative)
- (ii) You (recognise) that man over there?  
(Put the verb in the bracket in the correct tense)
- (iii) I can't buy \_\_\_\_\_ books I need.  
(Insert appropriate article)
- (iv) He said "Which way shall we go now?"  
(Change the speech)

(v) My friends agreed \_\_\_\_\_ my plan.

(Insert appropriate preposition.

(vi) They did everything possible to save the child's life. (Change the voice).

(vii) You gave me a book. The book was very interesting.

(Join the sentences to form a complex sentence)

---