

- 4 (a) Draft a report on behalf of the Assistant Manager regarding a minor accident that took place at the construction site of a new factory building. 12

OR

- (b) Write a detailed essay on the way visual aids help in better oral presentation. 12
- 5 Do as directed : 12

- (1) The plane usually _____ here at 9.00 a.m.
(Use the appropriate form of 'to land')
- (2) People consider that he is wise. (Change the voice)
- (3) Give Antonyms :
 - (a) Delay
 - (b) Shy.
- (4) The bus stopped. 'then I got off. (Combine the two sentences into one to make a meaningful sentence).
- (5) Use the following phrases in sentences of your own :
 - (a) Crocodile tears
 - (b) Big shot.
- (6) Add Suffixes :
 - (a) President
 - (b) Rich.

- 6 (a) Prepare a telephonic dialogue between a company secretary and a boss regarding the prospects of getting a government tender in their favour. 12

OR

- (b) Write a discussion in the form of a conversation on "Need for a change in the teaching methodology in the age of Internet." 12
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