

- 3 Write notes on any **two** of the following : **5**
(a) Uses of a dictionary.
(b) Pollution and super-pollution
(c) Ha'penny
(d) Merits of our civilization

- 4 Draft a dialogue between two friends discussing the present political scenario. **10**

OR

- 4 Write an imaginary conversation that could take place at the bank. **10**

- 5 Chitale Bros., Pune-9 received from plastic products, Mumbai-28, plastic bags in damaged condition. Write a letter of complaint on behalf of Chitale Bros. asking for replacement of the bags. **5**

OR

- 5 An educational institute writes to Arora Electricals Ltd. stating their requirement for a public address system (Complete with two mikes, mike stands, cables and amplifiers). Draft the letter requesting a competitive quotation. **5**

- 6 Draft a report on the commonwealth games held in Delhi. concentrate on the performance of the Indian team. **5**

OR

- 6 Prepare the minutes of the extra ordinary general meeting of Vasudha Chemicals Ltd. **5**

- 7 Write a speech to be delivered by the principal on the occasion of the prize distribution function of the institute. **5**

OR

- 7 Draft a speech proposing a vote of thanks at the end of a workshop on Research Methodology. **5**