

**Cont.....**

2	12.a.	Show the Difference between Linear and Non Linear Note Making.	K4	CO2
	(OR)			
	12.b.	Explain the concept of Summarizing the Notes.	K2	CO2
3	13.a.	Explain the Precis Writing Procedure.	K2	CO3
	(OR)			
	13.b.	Narrate the Qualities of Good Precise.	K2	CO3
4	14.a.	How to draft an effective e-Mail? Explain with an example.	K3	CO4
	(OR)			
	14.b.	Draft a business complaint letter.	K3	CO4
5	15.a.	State the Essential elements of Resume.	K3	CO5
	(OR)			
	15.b.	Summarize the points to be kept in mind while writing resume.	K3	CO5

**SECTION – C (30 Marks)**

Answer ANY THREE Questions

ALL Questions Carry EQUAL Marks

(3x 10 = 30)

Module No.	Question No.	Question	K Level	CO
1	16	What are the principles of effective communication? Elucidate.	K3	CO1
2	17	Highlight the concept Blooms Taxonomy.	K3	CO2
3	18	Enumerate the Steps in Article Writing.	K3	CO3
4	19	Point out the importance of preparing Agenda and Action Taken Report with an example.	K3	CO4
5	20	Assume you are writing a resume and highlight the Academic Qualification & Achievements.	K3	CO5

Z-Z-Z      END