

3	13.a.	Narrate the various stages of writing process.	K3	CO3
	(OR)			
	13.b.	Explain the different styles of writing.		
4	14.a.	Describe the different types of letters.	K3	CO4
	(OR)			
	14.b.	Prepare a specimen agenda for a board meeting.		
5	15.a.	State the tips to draft resume.	K4	CO5
	(OR)			
	15.b.	Briefly explain about co-curricular achievements and declaration in resume writing.		

SECTION -C (30 Marks)

Answer ANY THREE questions

ALL questions carry EQUAL Marks

(3 × 10 = 30)

Module No	Question No.	Question	K Level	CO
1	16	Enumerate the various barriers of communication.	K4	CO1
2	17	Summarise the steps to comprehend and summaries text.	K4	CO2
3	18	Discuss the Do's and Don't's of précis writing.	K4	CO3
4	19	Examine the essential elements of report writing.	K4	CO4
5	20	Elucidate the different types of resume writing.	K4	CO5

Z-Z-Z

END