

Attempt any four questions from Q-2 to Q-8

- Q-2 Attempt all questions (14)**
- a) Write the differences between scanning and skimming. (5)
 - b) Write a note on circular. (5)
 - c) Write a note on memo. (4)
- Q-3 Attempt all questions (14)**
- a) What is report? Write about the types of report. (5)
 - b) Write the characteristics of report. (5)
 - c) What do you know about the teachers of Swami? State your view. (4)
- Q-4 Attempt all questions (14)**
- a) Write in detail the characteristics of good story. (7)
 - b) Write about different types of stories with examples. (7)
- Q-5 Attempt all questions (14)**
- a) Write a detailed note on friends of Swaminathan. (7)
 - b) Write the significance of the title *Swami and His Friends*. (7)
- Q-6 Attempt all questions (14)**
- a) Being the principal of your college write a memo to the English teacher enquiring why there is a gradual decline in the interest of students in attending their classes. (7)
 - b) Write a circular informing your staff regarding a Teachers' Training Programme that to be held on Sunday, 5 May 2019. (7)
- Q-7 Attempt all questions (14)**
- a) Draft a suitable letter of enquiry on behalf of a college to Keshulal Furniture, Ahmedabad for purchasing of furniture required for the college. (7)
 - b) Draft a letter on behalf of Hotel Paradise to Ujjwal Electronics, Rajkot placing order for different size of televisions for the hotel rooms. (7)
- Q-8 Attempt all questions (14)**
- a) Construct a story from the following outlines. (7)
A king was defeated seven times --- hid in a cave--- saw a spider climbing and falling several times--- got success at the 7th attempt--- the king was inspired--- attacked the enemy --- won the battle.
 - b) Read the passage and answer the following questions. (7)
One great defect of our civilization is that it does not know what to do with its knowledge. Science as we have seen, has given us powers fit for the gods, yet we use them like children.

For example, we do not know how to manage our machines. Machines were made to be man's servant; yet he has grown so dependant on them that they are in a fair way to become his masters. Already most men spend most of their lives looking after and waiting upon machines. And the machines are very stern masters. They must be fed with coal, and given petrol to drink, and oil to wash with, and must be kept at the right temperature. And if they do not get their meals when they expect them, they grow sulky and refuse to work, or burst with rage, and blow up. And spread ruin and destruction all round them. So we have to wait upon them



very attentively and do all that we can to keep them in a good temper. Already we find it difficult either to work or play without the machines, and a time may come when they will rule us altogether, just as we rule the animals.

- i. What is the problem with our civilization?
- ii. What are the machines fed with?
- iii. What the author says about the future?

