

- Q.1(a)** Discuss the essentials of a business letter. **07**
- Q.1(b)** Write and explain the parts of a business letter. **07**
- Q.2(a)** Write a quotation on behalf of Madhav Stationary to Navneet Education Ltd. for the enquiry of notebook products. **07**
- OR**
- Q.2(a)** Explain the guidelines of framing a Tender notice. **07**
- Q.2(b)** Write a letter to the concerned firm asking them to cancel your order due to excess delay. **07**
- Q.3(a)** Write an informal letter to your colleague, informing him to prepare a presentation for the conference. **07**
- Q.3(b)** Draft an e-mail congratulating your brother who won the debate competition at Youth Festival 2024. **07**
- Q.4(a)** Write the phonetic transcription of the following words: **(Any Five)** **05**
- i) School
 - ii) Light
 - iii) Cut
 - iv) Heat
 - v) Leisure
 - vi) Spoon
 - vii) Father
- Q.4(b)** Write the meaning of the following idioms/phrases and frame sentences: **(Any Five)** **05**
- i) Cut corners
 - ii) Go with the flow
 - iii) Look on the bright side
 - iv) Under the weather
 - v) Rule of thumb
 - vi) Meet your expectations
 - vii) Silver bullet

- Q.4(c)** Write down the synonyms of the following words: **(Any Four)** **04**
- i) Begin
 - ii) Decide
 - iii) Explain
 - iv) Fast
 - v) Receive
- Q.5(a)** Answer in brief: **(any three)** **06**
- i) What was the original purpose of Gulliver's voyage?
 - ii) How does Gulliver come to arrive at Lilliput?
 - iii) How do the Lilliputians manage to capture Gulliver.
 - iv) What tricks did Gulliver perform for his spectators?
- Q.5(b)** Write brief notes: **(any two)** **08**
- i) Gulliver's escape from Brobdingnag
 - ii) The character sketch of Gulliver
 - iii) Gulliver's experience on the land of Laputa
