

SECTION-B

2. Give main idea of “*Abu Bin Adhem*”.
3. What has to be kept in mind while making requests and responding to requests?
4. Give salient features of a good resume.
5. Draft an invitation for an investors’ meet being hosted by you as Manager of a Company. Imagine details.
6. What are the etiquettes associated with apologizing and responding to apologies?

SECTION-C

7. Summarize “*With the Photographer*”.
8. Write an application for the job of a Supervisor in a reputed company. Also, draft your resume to be attached with the application.
9. Give salient features of an analytical report. Draft a report analyzing profits of your company for the last three years.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.