

Q.3	<p>1. Define the term Conference? Discuss the advantages and disadvantages of Conference in detail.</p> <p>2. Define the term meeting and explain different types of meeting in detail.</p> <p style="text-align: center;">OR</p> <p>1. Define the term Public Relations and discuss the functions of the Public Relations Department</p> <p>2. Discuss various types of Interview in detail.</p>	15
Q.4	<p>1. You want to have your new office completely renovated. Write a letter to Famous Furniture Mall , Kandiwali (E) , giving details of your requirements and asking them to submit an estimate of the cost.</p> <p>2. Draft a sales letter to promote the sale of herbal fairness cream.</p> <p>3. You have ordered Bajaj mixture grinder from Sales Usha Home Appliances , Nerul . The mixture makes alarming noises while grinding. Write a letter of complaint to Usha Home Appliances asking them to replace the mixture immediately.</p> <p>4. Varad Home Appliances had sold an Air Conditioner to you. But it is not functioning properly. Even though you made repeated requests to the seller, they have not paid any attention. Write a letter of grievance to the District Consumer Forum.</p> <p>5. You have sent a money order of rupees 65000 from Mumbai to Bhopal about two months back but yet it has not been received. Draft an RTI petition questioning the negligence of Postal Department.</p>	15
Q.5	C.H.M College, Kharghar has appointed a committee to look into the declining result of T.Y. B.Sc IT Class of the college. Prepare a report to be submitted to the Principal.	5
Q.6	<p>Draft the Notice and Agenda for the Annual General Meeting of the Board of Directors, Yash Pvt. Ltd., Sangli. Also draft resolutions for the following items:</p> <p>i. Appointment of Director</p> <p>ii. Election of Chairperson</p>	5
Q.7	<p>Summarize the following passage:</p> <p>As what geographers have estimated, about twenty percent of the earth's surface is occupied by deserts. A majority of us view deserts as one unique kind of landscape — areas with little or no rainfalls .In actual fact, there are differences between the deserts, though in varying degrees. While it is common for laymen like us to see deserts as rocky or covered with gravel or pebbles, there are somewhere large sand dunes inhabit. Despite the fact that rainfall is minimal, temperatures do change in deserts, ranging from seasonal ones to daily changes where extreme hotness and coldness are experienced in the day and night. Unfavorable conditions in the deserts, especially the lack of water, have discouraged many living things from inhabiting these landscapes. Nevertheless, there are exceptionally surviving ones which</p>	5

	<p>through their superb tactics, have managed to live through and are still going strong. One such kind is the specialist annual plants which overcome seasonal temperature changes with their extremely short, active life cycles. In events of sudden rain, the plant seeds pullulate. The Cacti, a native in American deserts, adapts to the dry surroundings by having unique body structures. The plant has swollen stems to help store water that carries it through months. By having sharp pines instead of leaves, water loss through respiration is minimized. Besides, these pointed pines also help the plant ward off grazing animals, thus enhancing its survival period. Besides plants, there are also animals with distinct surviving tactics in deserts too. For instance, Skinks (desert lizards) metabolize stored fats in their bulbous tails, producing water to supplement their needs, just like what camels do with the stored food in their humps during long journeys through deserts. Antelopes like the addax, have very low water needs and hence are able to tolerate the conditions in deserts, extracting moisture from the food they eat. Finally, there are the sand grouses (desert birds) which do not have special features to overcome the drought-like nature in deserts. Hence, to survive in these hot, dry deserts, they need to spend a large part of their time flying in search of waterholes.</p>	
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