

- 6 The window envelope is used for confidential letters.
A False B True
C Not applicable D Uncertain
- 7 "Messrs" is the plural form of "Mr."
A True B False
- 8 Pre-drafting, drafting and post-drafting is necessary in effective writing.
A Paragraph B Proposal
C Writing D Application
- 9 _____ is a formal document of accusation prepared by a law enforcement.
A Legal doc B Memo
C Testimony D Charge sheet
- 10 The Long, systematic discourse is known as _____.
A Paragraph B Narrative poetry
C Story D Essay

Part – B (Do as Directed)

(10)

- 1 Write the antonym of Slow:
2 Write the synonym of Mistakes
3 Write two examples of Intransitive verbs
4 Write two examples of Concrete nouns
5 Write two examples of prepositions of place
6 Write two examples of subordinating conjunctions
7 Write two examples of adverbs
8 Write two examples of intransitive verbs
9 Make sentences on two adjectives: attractive, competitive
10 Make sentences with the use of two pronouns: mine , yourself
