

Mona Modern Eng. Med. School
Sarangarh
(Summer Homework 2026-27)

श्रीमान् अभिभावक महोदय,

दिनांक 20 अप्रैल से स्टूडेंट्स की ग्रीष्मकालीन छुट्टियां प्रारंभ हो रही हैं। उक्त छुट्टियां 15 जून तक चलेंगी। छुट्टी का अर्थ कुछ ना करना नहीं होता अपितु अपनी क्षमता, कौशल, आत्मविश्वास व ज्ञान को और अधिक बढ़ाना होता है। छुट्टी के समय का सदुपयोग कर छात्र-छात्रा अपनी शैक्षणिक व सह-शैक्षणिक उपलब्धि को और अधिक संपन्न कर सकते हैं। अभिभावक के रूप में हमारा यह कर्तव्य बनता है कि छुट्टी के समय में हम बच्चों को मोबाइल से दूर रखें और रचनात्मक कार्यों में उन्हें सहभागी बनाकर उन्हें आत्मविश्वासी बनाएं। यहां कुछ प्रोजेक्ट वर्क दिए जा रहे हैं जिन्हें स्टूडेंट्स को अपनी पुरानी कॉपी से पेज निकालकर प्रोजेक्ट फाइल बनाना है एवं ग्रीष्मकालीन होमवर्क जो कि प्रत्येक विषय में दिए गए हैं, उन्हें करना है। साथ ही कुछ लाईफ स्किल के प्रोजेक्ट दिए जा रहे हैं उन्हें भी उसी प्रोजेक्ट फाइल में करना है।

अभिभावकों से आग्रह है कि बच्चों को प्रोजेक्ट कार्य करने दें। अभिभावक का दायित्व उन्हें सहयोग करना है ना कि पूरा प्रोजेक्ट स्वयं बनाना सर्वप्रथम लाईफ स्किल के प्रोजेक्ट कार्य को करना एवं लिखना है उसके पश्चात विषयवार प्रोजेक्ट करना है। आशा है कि सभी स्टूडेंट्स गंभीरता से प्रोजेक्ट कार्य को पूर्ण करेंगे।

धन्यवाद !

प्राचार्य
(आर. केशरवानी)

Life Skill Project :-

1. एक News कॉपी बनाना है एवं Daily देश-विदेश की घटना को बिंदुवार लिखते जाना है। रोजाना कम से कम 10 बिंदु लिखने की आदत डालें। (Class 3 to 12)

2. एक पेज में Table बनाएं (Class 3 to 12)

(Columns Title को देखने हेतु Right to Left Scroll करें)

S.N.	Date	Temperature	Time

प्रतिदिन दोपहर 12:00 बजे और रात 8:00 बजे के तापमान को लिखना है।

3. घर की छत/खिड़की आदि में पक्षियों के लिए दाना-पानी की व्यवस्था करना है एवं रिकॉर्ड करना है कि कितने (लगभग) पक्षी इसका लाभ उठा रहे हैं।

4. अपने दैनिक खान-पान का चार्ट बनाना –

(Columns Title को देखने हेतु Right to Left Scroll करें)

S.N.	Breakfast	Lunch	Dinnar

5. घर में किचन गार्डन बनाना है। घर में अपने बड़ों की मदद से जमीन या अनेक गमलों में सब्जी हेतु प्रयुक्त होने वाले कुछ पौधे जैसे कि बैंगन, धनिया, पुदीना, आलू, प्याज आदि को विकसित करना है एवं रोजाना पौधों में होने वाले परिवर्तन को अपने शब्दों में लिखना है। (Class 1 to 12)

6. घर में एक बड़े चार्ट पेपर या पेज में अपने परिवार का Family Tree तैयार करना Family Tree में जितना संभव हो सके अपने पूर्वजों के समय काल को जानना है Family Tree बनाने के पश्चात् अपने पूर्वज के समय काल को भारत के इतिहास के साथ जोड़कर उस समय घटित ऐतिहासिक घटना के सन्दर्भ में संक्षिप्त जानकारी लिखना है। जैसे- किन्ही के किसी पूर्वज का जन्म 1857 और मृत्यु 1922 है, तो लिखना है-

1857 – भारत का प्रथम स्वतंत्रता संग्राम

1922 – 04 Feb 1922 चौरी-चौरा कांड

(इस तरह इतिहास की घटना काल को लिखते जाना है।)

7. Daily 1 पेज इंग्लिश और 1 पेज हिंदी लिखना है। (Class 1 to 12)

8. Daily अपने Class के Level का 10 Maths बनाना है। (Nursery to 12)

9. घर के समस्त छोटे-छोटे कार्य जैसे कि पौधों को पानी देना, चाय बनाना, सब्जी लाना इत्यादि कार्य करना (Nursery to 12 क्षमता अनुसार)

10. घर या आस-पास में जितने प्रकार के Plants उपलब्ध है उनकी पत्तियों को एक पेज में चिपकाना एवं उस Plant के बारे में जानकारी लिखना। (Class 1 to 12 Level अनुसार)

11. अपनी रुचि अनुसार कुछ कार्य करना जैसे कि ड्राइंग, स्केच, क्रॉफ्ट, सिलाई, ग्रीटिंग कार्ड डिज़ाइन इत्यादि।

12. Daily इंग्लिश के 10 नये शब्द का अर्थ लिखना, याद करना एवं उसे Use करना।

13. प्रत्येक विषय के 2-2 Topic को लेकर Presentation बनाना है जो कि कम से कम 5 मिनट का होना चाहिए। Presentation Ready होने के पश्चात् उसका Video बनाना है। (Class 3 to 12)

14. Class के अनुसार Table याद करना जैसे –

i. Class Nursery – UKG – 2, 3 तक का

ii. Class 1 to 5 – 10 तक का

iii . Class 6 to 12 – 20 तक का

आशा है सभी स्टूडेंट्स समर होमवर्क को गंभीरता से पूर्ण करेंगे।

प्राचार्य

(आर. केशरवानी)

Subject : English Lang. & Lit.

- 1.What idea does the Postmaster come up with? What did he do to stick to his resolution?**
- 2.Explain the irony in the chapter, “A Letter to God”.**
- 3.Why was Lencho angry when he received the letter?**
- 4.Why did Lencho say the raindrops were like new coins?**
- 5.Why did the postmaster send money to Lencho? Why did he sign the letter “God”?**
- 6.The postmaster had mixed emotions while opening the letter. Explain.**
- 7.What mood of the poet is reflected in the poem ‘Dust of Snow’ initially? What images are used by the poet to bring about the effect? Comment.**
- 8.How does the interaction between the natural elements (crow, snow, hemlock tree) contribute to the speaker’s emotional transformation in the poem?**
- 9.According to the poet, what do ‘ice’ and ‘fire’ symbolise?**
- 10.To say that for destruction, ice is also great for the poet, what does ice stand for? How is it sufficient to bring destruction?**
- 11.Prepare an art integrated project file on the poem ‘A Tiger in the Zoo’ (use scrap book and make it artistically beautiful) with poet short details, poetic Devices used in the poem, Rhyme Scheme, Theme, Message.**
- 12.Read the English newspaper daily for 15 days. Paste any one news article along with pictures and paste it in your Scrap Book with Day, Date and Time.**
- 13.Write antonyms (opposite in meaning) of the following words and use them as well in a sentences.**

Example: Arrival - Departure

Arrival, ,accept, attack, broad, busy, careful, confess, Efficient, Fresh, Desperate, Freedom, Income, Lend, Mournful, Pure, unique, rapid timid, seldom, tedious, union, victory, wisdom, victory, vacant

14. Write synonyms (same in meaning) of the following words and learn them as well.

Example: ability – skill

Abundant, achieve, complex, conflict, consecutive, decay, ecstasy, feasible, gloomy, glorious, gratitude, hostile, impartial, jubilant, monotonous.

15.(i) You are Jasveen / Jasbir, you recently visited a significant historical site. You were astounded to discover it in such a condition of disrepair. Using the clues from the unit 'Travel and Tourism,' as well as your own thoughts, compose a letter to the editor of a major newspaper noting the terrible condition of significant archaeological and historical sites. Highlight the lack of vital services, the poor condition of upkeep, and people's abuse of it. Make suggestions about how to improve the issue.

(ii) You are Saurabh Srivastava, a resident of Project Colony Bagdogra, Bengaluru. Your colony is facing the severe problem of supply of inadequate and poor quality of tap water. You decide to express your views and make the authorities aware of the situation by writing a letter to the Editor of The Bengaluru Times, Bengaluru in about 150 words.

Hindi

Summer Holidays Home Work

Class 10th EM

प्रश्न 1. स्वरचित काव्य रचना करें।

प्रश्न 2. प्रतिदिन डायरी लेखन करें।

प्रश्न 3. स्टूडेंट प्रतिदिन एक पेज सुलेख लिखें।

प्रश्न 4. रचनात्मक लेखन करें। विषय- 'काश मैं उड़ पाता।'

प्रश्न 5. पर्यावरण विभाग की ओर से जल संरक्षण का आग्रह करते हुए विज्ञापन तैयार कीजिए।

प्रश्न 6. बॉल पेनों की एक कम्पनी 'सफल' नाम से बाजार में आई है। उसके लिए एक विज्ञापन तैयार कीजिए।

प्रश्न 7. नगर निगम को एक पत्र लिखिए जिसमें नालियों की सफाई एवं कीटनाशक दवाओं के छिड़काव का सुझाव हो।

प्रश्न 8. अपठित गद्यांश को पढ़कर प्रश्नों के उत्तर दीजिए। (व्याकरण पुस्तक से पेज क्रमांक 10 ,11)

प्रश्न 9.हालदार साहब एक भावुक देश प्रेमी इंसान हैं- उदाहरण देकर सिद्ध कीजिए।

प्रश्न 10.हालदार साहब ने ड्राइवर को पहले चौराहे पर गाड़ी रोकने के लिए मना किया था लेकिन बाद में तुरंत रोकने को क्यों कहा?

प्रश्न 11 . नेताजी का चश्मा कहानी का संदेश क्या है?

प्रश्न 12 . कैप्टन कौन था वह मूर्ति के चश्मे को बार बार क्यों बदल दिया करता था?

प्रश्न 13. जिस किसी ने नेताजी की मूर्ति की आंखों पर सरकंडे से बना चश्मा लगाया होगा उसे आप किस तरह का व्यक्ति मानते हैं और क्यों?

प्रश्न 14. हालदार साहब को कस्बे के नागरिकों का कौन सा प्रयास सराहनीय लगा और क्यों?

प्रश्न 15. निर्देशानुसार वाच्य पर आधारित प्रश्नों के उत्तर लिखिए।

1.पंत ने प्रकृतिपरक कविताएं लिखी हैं | (कर्मवाच्य में बदलिए)

2.मुझसे हँसा नहीं जाता | (वाच्य पहचान कर भेद का नाम लिखिए)

3.उनके द्वारा मुझे सच्चाई का एहसास कराया गया | (कतृवाच्य में बदलिए)

4.वह उन आटे की गोलियों को लेकर गंगा जी की ओर चल पढ़ते | (वाच्य पहचान कर वाच्य भेद का नाम लिखिए)

Mathematics

1-Prove that \sqrt{n} is an Irrational Number.where n is a prime number

2-In a teacher's workshop, the number of teachers teaching French, Hindi and English are 48, 80 and 144 respectively. Find the minimum number of rooms required if in each room the same number of teachers are seated and all of them are of the same subject also find total no of room.

3-Ranjita, Neha and Salma start weaving sweaters at the same time for the children of an orphan home. They need 15, 18 and 20 days, respectively, to complete a sweater. After how many days will all of them start making a new sweater again?

4-if $x^2 + 5x + k$, satisfying the relation, $\alpha^2 + \beta^2 + \alpha\beta = 21/4$ then find the k

5-Find the zeroes of the quadratic polynomial $7y^2 - (11/3)y - (2/3)$ and verify the relationship between the zeroes and the coefficients.

6-If α and β are the zeroes of the polynomial $6y^2 - 7y + 2$, find a quadratic polynomial whose zeroes are $1/\alpha$ and $1/\beta$

7-Find a quadratic polynomial, the sum and product of whose zeroes are $\sqrt{2}$ and $-3/2$, respectively. Also find its zeroes.

8-Draw the graphs of following equations:

$$2x - y = 1; x + 2y = 13$$

Find the solution of the equations from the graph and shade the triangular region formed by the lines and the y-axis.

9-Check graphically whether the pair of equations $3x - 2y + 2 = 0$ and $1.5x - y + 3 = 0$, is consistent. Also find the coordinates of the points where the graphs of the equations meet the Y-axis.

10-Draw the graphs of the equations $x - y + 1 = 0$ and $3x + 2y - 12 = 0$. Determine the coordinates of the vertices of the triangle formed by these lines and x-axis

Life skill

1-The Cab Fare Comparison

Activity: Research two different local taxi or auto-rickshaw services.

- Service A: Fixed charge of ₹50 and ₹12 per km.
- Service B: Fixed charge of ₹20 and ₹15 per km.

Task: Formulate a pair of linear equations. Calculate the "break-even" distance (where both costs are equal) using the substitution or elimination method. Which service is better for long distances?







2-Sketch a Quadratic Polynomial graph ($y = x^2 - 4x + 3$) shaped like a rollercoaster; clearly mark the Zeros where the curve hits the x-axis and write the formulas for the Sum (alpha + beta) and Product (alpha* beta) of roots next to it

3-Compare two mobile plans (e.g., $y = 5x + 100$ vs. $y = 10x + 50$) by drawing two intersecting lines; use a table to show the three conditions for Unique, Infinite, and No Solutions based on the ratios of their coefficients (a, b, c).

4-Draw two large "Factor Trees" for numbers like 144 and 198 to find their prime factorization; use the common "leaf" nodes to calculate the H.C.F. and all unique nodes to find the L.C.M., showing how any composite number is uniquely made of primes.

5-Amit bought two pencils and three chocolates for ₹11 and Sumeet bought one pencil and two chocolates for ₹7. Represent this situation in the form of a pair of linear equations. Find the price of one pencil and that of one chocolate graphically.

Write and Memorise

Figure and Name	LSA/CSA	TSA	Volume
 Cube	$2(l+b)h$	$2(lb+bh+hl)$	$l \times b \times h$
 Cuboid	$4a^2$	$6a^2$	a^3
 Cylinder	$2\pi rh$	$2\pi r(h+r)$	$\pi r^2 h$
 Cone	πrl	$\pi r(l+r)$	$\frac{1}{3} \pi r^2 h$
 Sphere	$4\pi r^2$	$4\pi r^2$	$\frac{4}{3} \pi r^3$
 Hemisphere	$2\pi r^2$	$3\pi r^2$	$\frac{2}{3} \pi r^3$

Sl No.	Pair of lines	$\frac{a_1}{a_2}$	$\frac{b_1}{b_2}$	$\frac{c_1}{c_2}$	Compare the ratios	Graphical representation	Algebraic interpretation
1.	$x - 2y = 0$ $3x + 4y - 20 = 0$	$\frac{1}{3}$	$\frac{-2}{4}$	$\frac{0}{-20}$	$\frac{a_1}{a_2} \neq \frac{b_1}{b_2}$	Intersecting lines	Exactly one solution (unique)
2.	$2x + 3y - 9 = 0$ $4x + 6y - 18 = 0$	$\frac{2}{4}$	$\frac{3}{6}$	$\frac{-9}{-18}$	$\frac{a_1}{a_2} = \frac{b_1}{b_2} = \frac{c_1}{c_2}$	Coincident lines	Infinitely many solutions
3.	$x + 2y - 4 = 0$ $2x + 4y - 12 = 0$	$\frac{1}{2}$	$\frac{2}{4}$	$\frac{-4}{-12}$	$\frac{a_1}{a_2} = \frac{b_1}{b_2} \neq \frac{c_1}{c_2}$	Parallel lines	No solution



Algebraic Identities

- ❖ $(a + b)^2 = a^2 + 2ab + b^2$
- ❖ $a^2 + b^2 = (a + b)^2 - 2ab$
- ❖ $(a - b)^2 = a^2 - 2ab + b^2$
- ❖ $a^2 + b^2 = (a - b)^2 + 2ab$
- ❖ $(a + b + c)^2 = a^2 + b^2 + c^2 + 2(ab + bc + ca)$
- ❖ $(a + b)^3 = a^3 + b^3 + 3ab(a + b)$
- ❖ $a^3 + b^3 = (a + b)^3 - 3ab(a + b)$
- ❖ $(a - b)^3 = a^3 - b^3 - 3ab(a - b)$
- ❖ $a^3 - b^3 = (a - b)^3 + 3ab(a - b)$
- ❖ $a^2 - b^2 = (a + b)(a - b)$
- ❖ $a^3 - b^3 = (a - b)(a^2 + ab + b^2)$
- ❖ $a^3 + b^3 = (a + b)(a^2 - ab + b^2)$

Music

Summer Holiday Homework

Class 10

Sub- Music

*निम्नलिखित गीतों का लय के साथ गाने का अभ्यास कीजिए

1. वेलकम सॉन्ग
2. जयति वीणावादिनी (सरस्वती वंदना)

3. झूम झूम के आई पावन बेला है बलिदान की (देशभक्ति गीत)
4. आओ हम सब गायेँ इस देश के तराने (देशभक्ति गीत)
5. उठो जवानों देश की वसुंधरा पुकारती (देशभक्ति गीत)
6. सफलता तुम्हारे कदम चूम लेगी (प्रेरणादायक गीत)
7. राम रमैया गाये जा (भजन)
8. राष्ट्रगान (जन गण मन)
9. राष्ट्रगीत (वंदे मातरम्)

*इन सभी गीतों को म्यूजिक कॉपी में साफ साफ राइटिंग में लिखिएगा ।

*अपनी पसंदीदा वाद्ययंत्र (इंस्ट्रूमेंट)का ड्राइंग कीजिए

* इन सभी गीतों का कांगो ,ढोलक क्लैपबॉक्स,पियानो आदि के विद्यार्थी अपना प्रैक्टिस करेंगे।

Science

- Class - 10th | Subject - Physics
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- Life Skill Questions:
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- 1.Prepare a working model based on following topic:
- (i) Simple solar oven
- (ii) An electromagnetic train
- (iii) Solenoid engine
- Choose one topic.
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- 2.List the advantages of connecting electrical devices in parallel with an electrical source instead of connecting them in series.
- 3.Why do planets not twinkle like stars?
- 4.Explain advance sunrise and delayed sunset.
- 5.What is the reason for rainbow formation? Explain the reason.
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- Descriptive Questions:
-

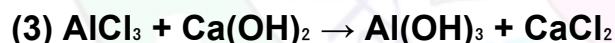
- 1. Write at least 5-5 uses of concave and convex mirrors in daily life with reason.
- 2. Write at least 5-5 uses of concave and convex lens in daily life with reason.
- 3. Which part of the human eye provides most of the refraction for the light rays entering the eye?
- 4. What is meant by scattering of light?
- 5. State the role of the eye lenses in the human eye?
- 6. Why does a compass needle deflect when brought near a bar magnet?
- 7. Name two safety measures commonly used in electric circuits and appliances.
- 8. A convex lens of focal length 15 cm formed an image 10 cm from the lens. How far is the object placed from the lens? Draw the ray diagram.
- 9. List three characteristic features of the electric current in our homes.
- 10. What is fuse? Why it is called safety device? Why is it necessary to earth metallic electric appliances?

Chemistry

Descriptive Questions

1. A solution of potassium chloride, when mixed with silver nitrate solution, an insoluble white substance is formed. Write the chemical reaction involved and also mention the type of the chemical reaction.

2. Balance the following equations:

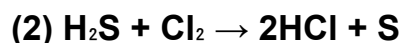
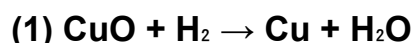


3. Differentiate between combination reaction and decomposition reaction.

4. Why combination reaction is called reverse of decomposition reaction?

5. Differentiate between displacement and double displacement reaction.

6. Identify oxidizing and reducing agent in the following:



7. What is precipitation reaction? Give examples.

8. Write short notes on:

(1) Balanced equations

(2) Unbalanced equations

9. Describe oxidation and reduction in terms of oxygen gain or loss. Give suitable examples.

10. What is rancidity? Why food packets filled by nitrogen gas.

Life skill questions

1. Write atomic no. atomic mass and symbol of the element in periodic table upto 30

2. Write the name and chemical formula of different chemical substances using daily lives (At least 20) in your

3. Write the name, uses and effect of medicines which is used in your home by yourself or your family members!

4. Collect the data of different food stuffs PH value, which is used in your day to day life.

5. Prepare a working model on best out of waste materials.

-Biology

Summer holiday home work Class 10th. Biology

Q1. Draw a well labelled structure of human digestive system.

Q2. Draw a well labelled structure of stomata.

3. Explain the process of photosynthesis with it's chemical equation.

Q4. How autotrophic mode of nutrition is different from heterotrophic mode of nutrition?

Q.5 Explain the major steps of nutrition.

Q.6. Explain the nutrition in amoeba.

Q.7. Mention the role of saliva in human digestive system.

Q8. Explain the followings

(1) Saprophytic nutrition

(ii) Parasitic nutrition.

(iii) Symbiotic nutrition.

Q.9. Draw a cross section of leaf and mention the role of stomata

Q. 10. Explain the function of -

Liver, stomach, pancreas

and small intestine.

Life skill Home Work.

1. Enlist the name of various medicines and their application which often used in daily life in your family,
2. Prepare a drawing copy having many diagrams of Class 10th Biology.
3. Prepare a model from best out of waste

Social Science

#Summer Vacation Homework📖

Class-10th

Subject -SST

1. Explain the meaning of resources. How are they classified based on origin, exhaustibility, and ownership?
2. “Resources are not evenly distributed on Earth.” Explain with examples.
3. What is sustainable development? Why is it important?
4. Explain the need for resource planning in India and its major steps.
5. Classify resources into renewable and non-renewable with examples.
6. What is land degradation? Explain its main causes in India.
7. Suggest measures to control soil erosion in hilly and plain areas.
8. Explain the role of human activities in resource development and conservation
9. What is resource conservation? Why is it necessary for future generations?
10. Discuss any four strategies for sustainable use of resources in India.

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## **Class 10 – Life Skills**

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1. Local Map Study (Spatial Understanding)

Draw a simple map of your locality (1–2 km radius) and mark major features such as roads, water sources, schools, markets, and green areas.

Question: What does your map indicate about settlement pattern and resource availability?

2. Environmental Observation (Field Study)

Observe your surroundings for pollution, greenery, waste disposal, or cleanliness.

Question: Identify one positive and one negative environmental feature and explain their causes and effects.

3. Land Use Pattern (Geography Application)

Observe land use in your locality (residential, agricultural, commercial, open land).

Question: Which land use is dominant and how does it influence development?

4. Banking & Financial Awareness (Real-Life Link)

Observe or discuss banking services (bank/ATM/digital payments).

Question: List three banking services and explain how banks help manage resources.

5. Resource Use & Responsibility (Community Awareness)

Observe use of public resources like roads, water, electricity, or parks.

Question: Are they used responsibly? Suggest two ways individuals and financial systems can support better resource management

Information Technology

IT class 10

 Digital Documentation (15 Questions)

Q1.

Explain the concept of digital documentation in detail. Discuss its features, importance, and how it is different from traditional documentation methods. Also explain its role in modern education and offices. (Previous Year Question – 2022)

Q2.

Describe different types of text formatting tools used in digital documents. Explain how font style, size, color, alignment, and spacing contribute to improving readability and presentation. (Previous Year Question – 2021)

Q3.

What are styles in digital documentation? Explain various types of styles such as paragraph styles, character styles, and page styles. Discuss their advantages in maintaining uniformity in documents. (Previous Year Question – 2023)

Q4.

Explain the step-by-step process of inserting an image into a document. Also describe how resizing, cropping, rotating, and positioning images can enhance the visual appeal of a document. (Previous Year Question – 2020)

Q5.

What is a template? Explain how templates are created and used in digital documentation. Discuss their advantages in saving time and maintaining consistency in documents. (Previous Year Question – 2019)

Q6.

Describe the process of creating and formatting tables in a document. Explain how tables can be used to organize and present data effectively with suitable examples.

Q7.

Explain the concept of page layout in digital documentation. Discuss margins, page orientation, columns, line spacing, and page borders. How do these elements improve document design?

Q8.

What is mail merge? Explain its purpose and the complete process of performing mail merge. Give practical examples where mail merge is useful in real-life situations. (Previous Year Question – 2022)

Q9.

Explain the use of headers and footers in a document. Describe how they can be added, edited, and customized. Why are they important in professional documents?

Q10.

Describe the process of saving, opening, and printing a document. Explain different file formats such as .docx, .pdf, and .odt, and their uses in digital documentation.

Q11.

Explain the concept of lists in digital documentation. Differentiate between ordered and unordered lists. Describe how lists help in organizing information effectively.

Q12.

What are columns in a document? Explain how to create and format columns. Discuss their importance in creating newspaper-style documents.

Q13.

Explain the process of adding shapes and symbols in a document. How do these elements improve the presentation and understanding of the content?

Q14.

Discuss the importance of proofreading and spell check tools in digital documentation. Explain how these tools help in reducing errors and improving document quality.

Q15. (Presentation-Based Question 🎤)

Prepare a detailed presentation on the topic “Features and Importance of Digital Documentation”. Include formatting tools, styles, templates, images, and real-life applications. Your presentation should have at least 8–10 slides with proper headings and examples.

Skill Based (5 Questions)

Q1.

Explain the concept of communication in detail. Describe the process of communication and its key elements such as sender, message, medium, receiver, and feedback. (Previous Year Question – 2022)

Q2.

What are the different types of communication? Explain verbal, non-verbal, and visual communication with suitable examples. Also discuss their importance in daily life. (Previous Year Question – 2023)

Q3.

Explain the barriers to effective communication. Discuss different types of barriers such as physical, psychological, language, and cultural barriers. Suggest ways to overcome them. (Previous Year Question – 2021)

Q4.

Describe the importance of active listening in communication. Explain various techniques to improve listening skills and how they help in better understanding.

5. (Presentation-Based Question 🎤)

Prepare a detailed presentation on the topic “Effective Communication Skills in Daily Life”. Include the meaning, types, barriers, and ways to improve communication. Your presentation should have at least 8–10 slides with proper headings, examples, and conclusions. (Previous Year Based – Practical)

Have a great



VaCation!

