**Communicative English**

**Assignment II**

*All the questions carry 5 marks each*

*Write answers in 250 words each*

1. Define Soft Skills. Write short description about seven types of soft skills.
2. What is a memorandum? What are different types of memorandums?
3. Write a short essay on different types of reports.
4. Describe various steps involved in writing precis. What are the Do’s and Don’ts of precis writing?
5. Below given is a flow chart about the process of obtaining a driving license. Describe the process in words.

