

GST 122

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400 Level D.e

17/sms02/070

**Answers:**

1. Effective writing
2. Signpost
3. Minute
4. Skimming
5. Report
6. Diary/Journal
7. Purpose
8. Business of the day
9. Table of contents/Summary
10. Purpose/Strategy
11. Grammatical or Mechanical correctness
12. Not to succeed
13. Gradable Antonyms
14. This is a concept that refers to words that have the same structure and pronunciation but different meanings
15. A hidden or secret strength