

S.B. Roll No.....

**ENGLISH AND COMMUNICATION SKILLS-I**  
**2<sup>nd</sup> Exam/Common/2051-A/May'18**

**Duration: 3Hrs.**

**M.Marks:75**

**SECTION-A**

**Q1. Choose the correct option.**

**10x1=10**

- i. The third stage of man's life is \_\_\_\_\_.  
a) School boy    b) Lover    c) Soldier    d) Infant
- ii. The essay Abraham Lincoln's letter \_\_\_\_\_ has been written by  
a) Shakespeare    b) Frost    c) Abraham Lincoln    d) Keats
- iii. The poem "View Point "has been written by \_\_\_\_\_.  
a) Khushwant singh    b) R.P. Chaddha    c) R.K. Narayan    d) Vikram Seth
- iv. Who is the main character in The story Refugees  
a) Child    b) servant    c) old man    d) young boy
- v. The old man which coin for noodles.  
a) Gold    b) Silver    c) Iron    d) bronze
- vi. The head of the state is in his late \_\_\_\_\_.  
a) Thirties    b) Fifties    c) Sixties    d) Seventies
- vii. God's in his \_\_\_\_\_.  
a) Heaven    b) world    c) palace    d) house
- viii. Abraham Lincoln wrote \_\_\_\_\_ to his son's head master.  
a) Essay    b) Letter    c) Notice    d) Order
- ix. Abdul Kalam was the President of \_\_\_\_\_.  
a) USA    b) China    c) India    d) France
- x. Dr Abdul Kalam got Bharat Ratna in \_\_\_\_\_.  
a) 1994    b) 1995    c) 1964    d) 1997

**SECTION-B**

**Attempt the following.**

**3x5=15**

**Q2.** Describe the story "The Portrait of a Lady "?

**OR**

Write the central idea of story "The Refugees "?

**Q3.** Give the life sketch of Dr. Abdul Kalam?

**OR**

What letter did Lincoln wrote to his son's Headmaster?

**Q4.** Write the summary of the poem "Pipa's song? Or, "All the World's A Stage"?

**Q5.** Write a letter to the supplier for replacing defective machinery purchased?

**10x1=10**

**OR**

Write a letter to a friend inviting him to stay with you in the vacations?

**SECTION-C**

**Q6. Attempt the following.**

**5x2=10**

- i. Write 10 good qualities of a business letter?
- ii. What are the characteristics of a good press release?
- iii. What is meant by agenda of a meeting?
- iv. Give any two uses of email?
- v. Write 11 parts of a business letter?

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**Q7. Do as directed.**

**10x1=10**

- a. A factory for manufacturing beer. (One word substitution)
- b. A place where soldiers are quartered.( one word substitution )
- c. Use the word "cease" in a sentence."
- d. Hindi /Punjabi equivalent of "state".
- e. Form a word using prefix "mal ".
- f. Form a word using suffix using "ism ".
- g. The drowning man said, "Please save me ". (Change the narration)
- h. Use the idiom," lay down arms ".
- i. He said,"May the king live long!" (Change the narration)
- j. Use the idiom in your own sentence (g)

**Q8. Write down the characteristics of a good Report?**

**5x1=5**

**Q9. Explain how to prepare for group interview?**

**8x1=8**

**OR**

Write down some basic good manners which one should follow in life?

**Q10. Make a Precis of the following paragraph and give a suitable title.**

**7**

Unemployment arises from a variety of causes. One which has been taking place: time and again is the disorganization of industry resulting from a long war. This is a serious problem having no easy solution even at the best of times. Again, there is the unemployment which follows a marked decrease in the quantity of any raw product, such as cotton: in this case, fewer workers are required in the mills and factories. We may call this cause "bad harvests ". Similar, but more serious, is the effect of changes in industry due to the invention of machinery which does more work and requires fewer hands. Yet another serious cause is a strike or lockout; such a stoppage sometimes is due to a very trivial matter perhaps the fact that men are working half an hour longer than the regulations that their unions permit.