Note: Answer all questions from Part-A and any Five questions from Part-B.

PART – A (1 x 25 = 25 Marks)

Answer all questions.

I Replace the underlined word in the following sentences with a suitable synonym from the options given below.

1. The warden was civil to all the prisoners.
   a) courteous  b) gallant  c) formal  d) rude

2. The government is concerned about the increasing number of the unemployed.
   a) moved  b) worried  c) excited  d) interested

II Replace the underlined word in the following sentences with a suitable antonym from the options given below.

1. The house was in total chaos after the party.
   a) disturbance  b) disorder  c) peace  d) ruin

2. My cousin has impeccable manners.
   a) questionable  b) faultless  c) pleasing  d) annoying

III Write one word substitutes for the following:

1. A fictitious name assumed by an author
2. A person who does not take any intoxicating drinks

IV Write the meaning of the following idioms:

1. To call a spade a spade
2. Black sheep

V Write the meaning of the underlined phrasal verbs in the following sentences.

1. The factory workers called off their strike only after all their demands were met.
2. She broke down inconsolably on hearing the tragic news.

VI Fill in the blanks with appropriate verb forms.

1. She ________ entertain office calls on weekdays.
   a) don’t  b) doesn’t  c) isn’t  d) wasn’t

2. Please inform me once the Principal ___________ in.
   a) did come  b) came  c) comes  d) will come

3. Where__________ teach?
   a) she does  b) is she  c) she did  d) does she

4. He said he was going to ___________ down for a while.
   a) lay  b) laying  c) lie  d) lying

5. How much a man earns is as important as ____________
   a) when does he do so  b) how does he do it
   c) where does he earn  d) how well he spends it

……..2
VII Convert the following into passive voice.
1 Who wrote this letter?
2 The noise frightened the horse

VIII Change the following into indirect speech.
1 He said, “Can I borrow a pen?”
2 She said, “I will return on Friday”.

IX Fill in the following blanks with appropriate articles.
1 This is _________ historic event.
2 ________ dog is a faithful animal.
3 This is truly _________ unbelievable experience.

X Fill in the following blanks with appropriate prepositions.
1 I prefer reading a book _________ watching television.
2 This humid weather does not agree _________ me.
3 In the beginning he seemed honest but later turned _________ to be a cheat.

PART – B (10 x 5 = 50 Marks)

Answer any Five questions.

1 “Muthyala Raju is a role model for today’s youth” – Comment.
2 Why did R Madhavan prefer farming to engineering? Explain.
3 Write a note on formal and informal communication and discuss various barriers to communication.
4 Prepare your resume and a cover letter addressed to the Vice-President-HR, TCS for the post of an Engineer Trainee.
5 Write a note on Johari Window and explain how it helps in understanding interpersonal relationships.
6 What are the important aspects involved in drafting and delivering effective speeches?
7 What is email etiquette? Explain with examples.

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