PART - A (25 Marks)

1. a) Correct the mistakes, if any, and rewrite any ten of the following sentences:

   i) My friend has returned last month.
   ii) She works in a school, isn’t it?
   iii) We enjoyed in the farewell party.
   iv) The coffee is very much sweet to drink.
   v) None of the players in the team have fulfilled the eligibility criteria.
   vi) The number of flowering bushes in our garden are very small.
   vii) She has antique furnitures in her house.
   viii) Sunila is considered as the most techno-savvy student in the class.
   ix) Ramola has been playing the sitar since two years.
   x) They were not accustomed for spicy food.
   xi) I prefer reading books than watching television.
   xii) Neither of the girls have the opportunity to go abroad.

b) Choose the right alternative so as to complete the sentence meaningfully. Answer any fifteen:

   i) He said that he was just going to __________ down for a while.
      1) lay  2) lied  3) lie  4) lying

   ii) They had to enhance the fares in order to __________ the costs.
       1) get  2) meet  3) rise  4) meeting

   iii) He is __________ at such tricks.
        1) adapt  2) adopt  3) adept  4) adopted

   iv) In his lectures he made an __________ to the Berlin Conference.
       1) illusion  2) allusion  3) illustration  4) affluence

(This paper contains 4 pages)
v) Where teach?
1) she does  2) is she  3) she did  4) does she

vi) One should not take decisions by one's __________ and fancies.
1) wishes  2) will  3) whims  4) desires

vii) This medicine will __________ your pain. If not, call me and let me know.
1) enlighten  2) alleviate  3) endure  4) aggravate

viii) He does not know if God exists. He is an __________
1) agnostic  2) analyst  3) atheist  4) alchemist

ix) Was it your cousin who __________ with you in the theatre yesterday?
1) are  2) were  3) is  4) was

x) He looks very weak. But he is very __________ and healthy.
1) happy  2) hale  3) hearty  4) heady

xi) She is good __________ mathematics.
1) with  2) on  3) at  4) about

xii) She laid stress __________ punctuality.
1) on  2) for  3) about  4) in

xiii) As soon as the teacher __________ the lesson, we will have a test.
1) complete  2) completes  3) will complete  4) completing

xiv) The news __________ very shocking.
1) are  2) is  3) be  4) were

xv) A person who is appointed or selected to attend a conference is
1) delegate  2) ambassador  3) messenger  4) representative

xvi) Where there is a will there is a
1) path  2) route  3) road  4) way

xvii) The dog was run over and killed __________ a lorry.
1) by  2) for  3) with  4) on

PART – B  (5x10=50 Marks)

Answer any five choosing one from each Unit.

UNIT – I

2. Discuss the role and importance of communication in the global scenario. Distinguish between verbal and nonverbal communication.

OR

3. Describe the most important factors in planning an oral presentation. What are the chief features of an effective delivery?
UNIT – II

4. Describe the chief features of a formal report. Discuss the significance of graphics and visuals in making a report more effective.

OR

5. You are the Marketing Manager of a manufacturing company of domestic appliances. Your company has launched a new product ‘Do-All’. After one year, you are required to conduct a market survey and submit performance assessment report. You can also make recommendations for boosting the sales.

UNIT – III

6. In response to an advertisement in a daily, write a job application, along with your resume for the post of a junior engineer in an automobile company.

OR

7. Write a letter of complaint to a manufacturing company of water purifiers reporting the malfunctioning of a water purifier you have purchased from them for your office.

UNIT – IV

8. a) Write a paragraph of about 150 words on “The importance of effective interpersonal skills.”

b) As a Vice President of a company draft a memo to the HR Manager of your company on the growing absenteeism of the employees and measures to overcome the problem.

OR

9. a) Write a paragraph of about 150 words on “Engineers should integrate theory with practice for professional success”.

b) As the student representative of your college, draft a circular to all the students of the college informing them about the intercollegiate events to be held in your college and inviting them participate in good numbers.
UNIT – V

10. Read the passage given below and answer the questions:

Helping others physically by removing their physical needs, is indeed great, but the help is great according as the need is greater and according as the help is far-reaching. If a man’s wants can be removed for an hour, it is helping him indeed; if his wants can be removed for a year, it will be more help to him; but if his wants can be removed for ever, it is surely the greatest help that can be given him. Spiritual knowledge is the only thing that can destroy our miseries for ever; any other knowledge satisfies wants only for a time. It is only with the knowledge of the spirit that the faculty of want is annihilated for ever; so helping man spiritually is the highest help that can be given to him. He who gives man spiritual knowledge is the greatest benefactor of mankind and as such we always find that those were the most powerful of men who helped man in his spiritual needs, because spirituality is the true basis of all our activities in life. A spiritually strong and sound man will be strong in every other respect, if he so wishes. Until there is spiritual strength in man even physical needs cannot be well satisfied. Next to spiritual comes intellectual help. The gift of knowledge is a far higher gift than that of food and clothes; it is even higher than giving life to a man, because the real life of man consists of knowledge. Ignorance is death, knowledge is life. Life is of very little value, if it is a life in the dark, groping through ignorance and misery. Next in order comes, of course, helping a man physically. Therefore, in considering the question of helping others, we must always strive not to commit the mistake of thinking that physical help is the only help that can be given. It is not only the last but the least, because it cannot bring about permanent satisfaction. The misery that I feel when I am hungry is satisfied by eating, but hunger returns; my misery can cease only when I am satisfied beyond all want. Then hunger will not make me miserable; no distress, no sorrow will be able to move me. So, that help which tends to make us strong spiritually is the highest, next to it comes intellectual help, and after that physical help.

a) Describe the writer’s view on different kinds of help.

b) Why does the writer consider spiritual help the highest of all?

c) ‘The gift of knowledge is a far higher gift than that of food and clothes’. Why?

d) Which according to the writer is the last but not the least kind of help? Why?

e) Find words in the passage which mean the same as: ‘wipe out’ and ‘searching’.

OR

11. “Without safety those higher activities of mankind which make up civilization could not go on”. Discuss Joad’s views on how order and safety helped in the achievement of civilization. Why is modern civilization more secure today?

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