

Roll No.

Time allowed : 3 hours

Maximum marks : 100

Total number of questions : 6

Total number of printed pages : 6

NOTE : Answer all questions.**PART – A**1. (a) Write an essay of about 300 words on **any one** of the following :

- (i) Changing information technology – challenges and prospects
- (ii) The impact of recent earthquake and tsunami in Japan
- (iii) Corruption in India.

(10 marks)

(b) Make a *précis* of the following passage in about **one-third** of its length and suggest a suitable title (*Use précis-sheet given at the end of the answer book*) :

The problem of begging in India is a large one, and is a symptom of a number of complex social evils. The most common cause of begging in our country is the lack of work opportunity in villages so that people are driven to crowd into large towns to look for work. They seek employment as road workers, porters, casual helpers in markets and as domestic servants. Those who fail to make a living in these ways tend to resort to begging to make an income. There are some other reasons for resorting to begging such as — family breakdown leading to truancy by the children, the death or desertion of husband, the use of disfigured children to gain an income for their guardians and the result of disabling diseases which prevent a person from making a useful living. All these causes produce a problem which is magnified in two ways. Firstly, by the general toleration of persistent and open begging in public places and, secondly, by the very bad psychological effects of their way of life on the beggars themselves. Thus, they live in a state of despair and gradually lose the normal human values of self-respect and dignity, so that eventually begging becomes for them an acceptable way of life.

Somehow, a society must be able to make the best use of all its resources, both material and human. All persons who are able to do work must be given a chance to have a suitable occupation, and those who are handicapped must be helped to become an asset to society. Guardians, who motivate their children for begging, should be punished. In nutshell, it can be stated that only by curing many social and economic ills, the evil of begging, a symptom of these ills, can be overcome.

(299 words)

(8+2 marks)

2. (a) Attempt the following as directed against each :

- (i) The teacher gave me three options to repeat the examination, to submit a presentation or to fail the class. (*Punctuate the sentence.*)
- (ii) He will finish the work in a fortnight. (*Change into passive voice.*)
- (iii) Kapil has finished studying. He went out shopping. (*Combine the sentences using verb in present participle form.*)
- (iv) _____ word to the wise is sufficient. (*Fill in the blank space using appropriate article.*)
- (v) My father is the Secretary and the Treasurer of our club. (*Omit the unnecessary word/s.*)
- (vi) He is quite sad. (*Name the adverb.*)
- (vii) At college, Vanisha enjoys a lot. (*Name the preposition.*)
- (viii) Alas ! My professor is dead now. (*Name the interjection.*)
- (ix) He opened the door. (*Name the object.*)
- (x) Sachin and Viru built a good foundation. (*Name the conjunction.*)

(1 mark each)

(b) Re-write the following sentences after filling-in the blank space(s) by choosing the most appropriate answer from the given options :

(i) Can you hear what he is _____ ?

- (a) saying
- (b) speaking
- (c) telling
- (d) talking.

(ii) There must be some _____; I think we have come to wrong house.

- (a) mistake
- (b) fault
- (c) miscue
- (d) slip.

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- (iii) The science which deals with the physical structure and substance of the earth is known as _____.
- (a) geography
 - (b) anthropology
 - (c) geology
 - (d) zoology.
- (iv) The meaning of making a 'monkey of you' in the sentence, "A word of warning : don't let him make a monkey of you", is _____.
- (a) make a fool of you
 - (b) to default you
 - (c) to buck pass on you
 - (d) to scratch upon you.
- (v) Acrobat is the one who _____.
- (a) performs gymnastic feats
 - (b) dances
 - (c) sings
 - (d) is an atheist.

(1 mark each)

3. (a) Make sentences of your own using the following words/phrases/idioms to bring out their meanings :
- (i) *Quid pro quo*
 - (ii) Chauffeur
 - (iii) Put in the papers.

(1 mark each)

- (b) Make sentences of your own using the following pair of words to bring out their meanings :
- (i) Desert – Dessert
 - (ii) Detain – Retain
 - (iii) Rack – Rake.

(2 marks each)

(c) Words have different meanings in different contexts/situations. Make sentences of your own using the following words to bring out their two different meanings :

- (i) Present
- (ii) Graft
- (iii) Key.

(2 marks each)

PART – B

4. (a) State, with reasons in brief, whether the following statements are true or false. Attempt *any three* :

- (i) Studies have revealed that people retain 10% of what they read, 20% of what they see, 30% of what they hear and 50% of what they hear and see.
- (ii) Failing to communicate is communicating to fail.
- (iii) Words are the most powerful tool invented by human beings.
- (iv) Gestures are as important as verbal communication.

(2 marks each)

(b) Find out the type of communication in the following cases along with the reason in support of your answer. Attempt *any two* :

- (i) Ishu makes order for 10 air-conditioners of 2 tons each over phone to the air-conditioner manufacturer, which the company accepts instantly.
- (ii) The manager issues a memo to his subordinate on coming late.
- (iii) Mansi, Training Manager, delivers her lecture to the trainees with the help of electronic presentation.

(2 marks each)

(c) You are working as a Marketing Manager in Tata Motors at its Mumbai Headquarters. Recently, your office has received a letter from Miss Ching Ja Hoi, Manipur. She wants to buy a red coloured Tata Nano car directly from the company. Draft a reply advising her to buy it from the local dealer of Tata Motors.

(10 marks)

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5. Attempt *any three* of the following :

- (i) Since Ankur, Marketing Manager, has gone on training for three months to Hawaii University, Samir has to take additional charge of the office of Marketing Manager, till Ankur comes back. Prepare a suitable office order.
- (ii) "A press release is not the same thing as a press report." Comment.
- (iii) A customer has surrendered his insurance policy to Life Insurance Corporation of India (LIC). The LIC has accepted the request and prepared a cheque. Prepare a covering letter for forwarding the cheque. (*Only body of the letter.*)
- (iv) Your firm had floated a tender through Global Bid Invitation Notice NG-199 on 26th April, 2011, with certain specifications. The firm has now decided to change the technical specifications. The new specifications may be collected from the office or downloaded from its website. Now, the tender shall be opened on 27th June, 2011. Draft a public notice for the same.

(5 marks each)

6. Attempt *any three* of the following :

- (i) Jagat Sports International Ltd. (JSIL), Sector-18, Noida-201304, U.P., India is in the process of developing a major racing circuit at Sports SDZ, Sector-25, along Yamuna Expressway, at G.B. Pant Nagar, U.P., where India's first Formula One (F1) race is scheduled to take place in October, 2011. Recently, JSIL has noticed that some unscrupulous elements, under fictitious names and fabricated means, are inserting certain advertisements to allure public at large by claiming to sell tickets for the above mentioned F1 race and hospitality at the race circuit, and soliciting proposals pertaining to said F1 race without actually having any authority to do so. Draft a public notice informing general public and corporate houses that any one dealing with such unscrupulous elements shall be doing so at his own risk and responsibility.

(5 marks)

- (ii) Draft a press release on behalf of Lupin Ltd., Mumbai to express sorrow over loss of human beings and property in the wake of recent earthquake and tsunami and announce that Lupin's Japanese subsidiary Kyowa Yakuin, has decided to donate ¥10 million to Japanese Red Cross and that its 365 employees in Japan were safe.

(5 marks)

- (iii) Translate the following SMSs into proper English :
- Thx 4 holi sms. Why did u 4get yr 4N clients 2day ? 2mro u plz come b4 10.*
 - V shd b in Q at tkt counter n help each of us in gtng tkts faster.*
 - Wats thr in ur mind jst let me knw ? I m nt gng 2 listen 2 ur arguments.*
 - What hs hpnd 2 u 4 last few dys, u dnt seem shwng interest in ur work.*
 - Congrats ! Rajat, a gd news 4 u. I hv seen ur name in d list of successful candidates.*

(1 mark each)

- (iv) Write an office note from the Stores Department to the Administration Department that stock taking will take place on 29th and 30th June, 2011. During this period, no stock item shall be issued.

(5 marks)

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