

**A-0038**

Total Pages : 7

Roll No. ....

**BAEL (N)-121**

**English Reading and Writing Skills**

Examination February, 2026

Time : 2:00 Hrs.

Max. Marks : 70

*Note :-* This paper is of Seventy (70) marks divided into Two (02) Sections 'A' and 'B'. Attempt the questions contained in these Sections according to the detailed instructions given therein. *Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.*

**Section-A**

**(Long Answer Type Questions) (2×19=38)**

*Note :-* Section 'A' contains Five (05) Long-answer type questions of Nineteen (19) marks each. Learners are required to answer any *Two* (02) questions only.

**A-0038**

( 1 )

P.T.O.

1. Read the passage below and answer the questions that follow :

Language is not merely a means of communication; it is the mirror of a culture and a vehicle of thought. The words we choose, the idioms we use, and the way we arrange them in speech reveal not only our individual identities but also our cultural values. In multilingual societies like India, language also becomes a bridge among communities, enabling understanding, cooperation, and mutual respect. However, when language is used carelessly or without sensitivity, it can lead to misunderstanding and conflict.

Appropriateness in language refers to the suitability of expressions in a given context. For instance, the language used in a formal report differs from that of a friendly conversation. To master effective communication, one must learn to use language that fits the situation, audience, and purpose.

Politeness is another essential element of good communication. It softens commands, shows respect, and maintains harmony in relationships. The choice of words like please, could you or may I makes a big difference in how a message is received.

Good communicators combine appropriateness with politeness to ensure that their words convey the intended meaning without causing offence. Thus, mastering language is not just about grammar and vocabulary but also about sensitivity, awareness, and empathy.

*Questions :*

- (a) What does language reveal about individuals and cultures ? 2
- (b) How does language act as a bridge in multilingual societies ? 2
- (c) What is meant by "appropriateness in language" ? 3
- (d) Why is politeness important in communication ? 3
- (e) What qualities make a person a good communicator ? 3
- (f) What happens when language is used carelessly ? 2

Find out words from the passage which mean :

- (g) Fit or suitable. 1
- (h) Understanding between people. 1
- (i) Kindness or regard for others. 1
- (j) Give a suitable title to the passage. 1

2. Read the poem given below and answer the questions that follow :

"The Road Not Taken" (by Robert Frost)

Two roads diverged in a yellow wood,  
And sorry I could not travel both  
And be one traveler, long I stood  
And looked down one as far as I could  
To where it bent in the undergrowth;  
  
Then took the other, as just as fair,  
And having perhaps the better claim,  
Because it was grassy and wanted wear;  
Though as for that the passing there  
Had worn them really about the same,  
  
I shall be telling this with a sigh  
Somewhere ages and ages hence :  
Two roads diverged in a wood, and I—  
I took the one less travelled by,  
And that has made all the difference.

*Questions :*

- (i) What situation does the speaker face in the poem ? 3
- (ii) Why did the speaker choose the "road less travelled" ? 3
- (iii) What is the significance of the "two roads" ? 3
- (iv) What does the poem suggest about human choices ? 4
- (v) Find words similar in meaning to : 4
- (a) Divided
- (b) Path covered with grass
- (vi) Give a suitable title to the poem. 2
3. Explain the steps involved in writing an effective Job Application and Resume.
4. Describe the essential features of a Business Letter. Give examples.
5. What are the key principles of Note Taking and Report Writing ? Illustrate with examples.

## Section–B

(Short Answer Type Questions) (4×8=32)

**Note** :- Section ‘B’ contains Eight (08) Short-answer type questions of Eight (08) marks each. Learners are required to answer any *Four* (04) questions only.

1. Fill in the blanks with appropriate phrasal verbs :

(give up, look after, carry on, bring out, set up)

The retired teacher decided to ..... a small library in her village. She wanted to ..... reading habits among children. Even after many challenges, she continued to ..... her mission. Her students volunteered to ..... the books and ..... the place when she was away.

2. Write short notes on *Appropriateness* and *Politeness* in Communication.
3. Write any four expressions each for *Requests*, *Offers*, *Invitations*, and *Refusals*.
4. Draft a short Notice announcing a guest lecture on "Effective Business Writing" at your college.

5. Write an email to a publisher requesting information about their latest catalogue of English textbooks.
6. What are Minutes of a Meeting! How are they different from an Agenda!
7. Explain Expansion of an Idea with an example.
8. Define Official Correspondence. Mention any four types with examples.

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