

Roll. No. :

BAEL (N)-121

Second Semester Examination, 2024 (June)

[English Reading and Writing Skills]

Time : 2 Hours]

[Maximum Marks : 70

Note : This paper is of seventy (70) marks divided into two (2) 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)

Note : Section 'A' contains five (5) long answer type questions of Nineteen (19) marks each. Learners are required to answer any two (2) questions only. $2 \times 19 = 38$

1. What are the key points to draft a notice ? Imagine you are the Head of the Literature Club in your college. Write a notice informing the students that a book fair is being organized on the occasion of World Book Day.

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(1)

[P.T.O.]

2. What are Phrasal Verbs ? Write any six phrasal verbs along with their meaning and frame four sentences using each of those phrasal verbs.
3. Read the passage and answer the following questions :
Newspapers sell because of news and editorial coverage, but they get more revenue from advertisements. News costs money, while advertisements fetch money. The economics of modern newspapers are such that they cannot run by selling news alone; they have to depend on advertisement. The economics of newspaper publishing require both subscribers who can afford to buy newspapers and businessmen who can afford to advertise in them. The growth of the press depends on both. Therefore, in newspaper management neither aspect can be neglected. Coordination among the various departments – editorial, circulation, advertising and production – is very essential for effective and better management. The heads of various departments must be part of the management of a newspaper. They must be aware of the goals set, policies and future plans of the management. They cannot afford to remain cut off from the mainstream of management functions. In addition, each department should keep the other departmental managers informed of those of its activities that will be useful to them. This is a vital aspect of newspaper management.

- (a) Why are newspapers sold? 3
- (b) Can the newspaper run only by selling news ? If not, then what does it depend on? 3
- (c) What is required for the better management of a newspaper? 3
- (d) What does the word '**goal**' mean in context of the passage? 3
- (e) What is the most **suitable title** for the passage? 3
- (f) Which words in the above passage mean the same as the following : 1×4=4
- (i) Gazette (ii) Announcement
- (iii) Rotation (iv) Approach

4.(a) What are the general and fundamental principles of an effective business letter? 9

(b) Read the poem and answer the following questions : 5×2=10

I'm leaving now to slay the foe—
Fight the battles, high and low,
I'm leaving, mother, hear me go!
Please wish me luck today.
I've grown my wings, I want to fly,
Seize my victories where they lie,
I'm going Mom, but please don't cry—
Just let me find my way

I want to see and touch and hear,
Though there are dangers, there are fears,
I'll smile my smiles and dry my tears—
Please let me speak my say.
I'm off to find my world, my dreams.
Carve my niche, sew my seams,
Remember, as I sail my streams—
I'll love you, all the way.

- (a) Why does the young man request his mother to wish him luck ?
- (b) What is the ambition of the young man ?
- (c) What promise does the young man give to his mother?
- (d) Which lines in the poem indicate that the young man is ready to face the struggles of life ?
- (e) What is the central idea of the poem ?
5. Mention the etiquette for e-mail? Choose any four points from these and explain them in detail with examples.

SECTION—B

(Short Answer Type Questions)

Note : Section 'B' contains eight (8) short answer type questions of Eight (8) marks each. Learners are required to answer any four (4) questions only. **4 × 8 = 32**

1. Write a note on Resume. Draft a resume for the post of Manager at Tata Motors in Rudrapur.

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2. Expand the idea contained in each of the following :
- (a) Strike the iron while it is hot.
 - (b) Slow and steady wins the race.
3. What is the difference between an Agenda and Minutes of a Meeting ?
4. What are the main types of Correspondences ? Describe any two.
5. Choose the correct option that describes the meaning of each of the following idioms : **4 × 2 = 8**
- (1) To keep one's temper :**
- (a) to become angry
 - (b) to preserve one's energy
 - (c) to be in a good mood
 - (d) none of these
- (2) Right hand man :**
- (a) a foolish person
 - (b) an honest person
 - (c) most efficient assistant
 - (d) one who cannot use his hand
- (3) The Pros and Cons :**
- (a) good and evil
 - (b) former and latter
 - (c) foul and fair
 - (d) for and against a thing

(4) **Adhoc :**

- (a) for the special purpose
- (b) arranged systematically
- (c) arranged in order
- (d) none of these

6. Elaborate the main steps of report writing that one needs to keep in mind while writing a report.
7. Choose the suitable option that describes the meaning of phrases printed in **italics** in each of the following sentences :

4 × 2 = 8

(1) She frequently **goes back** on her word.

- (a) repeats her words
- (b) stumbles
- (c) confuses others
- (d) breaks her promises

(2) Sohan **takes after** his father.

- (a) follows
- (b) imitates
- (c) obeys
- (d) resembles

(3) No one but his conscience advised him to **come back** to earth.

- (a) return home
- (b) return to earth
- (c) return to reality
- (d) be honest

(4) Monisha tries very hard to **keep up** with her rich neighbours.

- (a) to imitate
- (b) to keep touch
- (c) to avoid
- (d) to be on par

8. State whether the following statements are true or false :

4 × 2 = 8

- (a) A business letter is a personal letter. (T/F)
- (b) All business letters, like other letters, must have an opening, main body and closing. (T/F)
- (c) An acknowledgement letter is a letter of thanks. (T/F)
- (d) A reference letter is a letter of recommendation. (T/F)
