

A-438

Total Pages : 7

Roll No.

BAEL-102

Bachelor of Arts (BA)

(Advanced Reading and Writing Skills)

1st Year Examination, 2024 (June)

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.

1. What do you understand by Minutes of Meeting ? Write a sample minutes of meeting. (Invent necessary details)
2. Write an essay on any *one* of the following topics :
 - (a) The Role of Family in Modern Society : Analyze the changing dynamics and functions of families in contemporary society.
 - (b) Mental Health : Explore the stigma surrounding mental health issues and the importance of raising awareness and support.
3. What is an Agenda ? Discuss the format with an example.
4. What is a Report ? Discuss the characteristics and types of reports.
5. “It has been observed that the staff members are not switching off the lights and fans after their duty hours.”
Write a disciplinary memorandum to the staff members of XYZ company in Mumbai, ensuring sensible use of electricity in the campus.

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. Write short notes on the following :
 - (a) Allegory
 - (b) Symbol
 - (c) Imagery
 - (d) Simile
2. What do you understand by appropriateness and politeness ?
3. Compose a letter to the Director of your institute seeking permission for your class to embark on an industrial visit to “Sidcul”, Pantnagar.
4. Write an invitation to a chief guest for an upcoming International Conference at your University, and ensure that the invitation effectively conveys the significance and purpose of the event.

5. Summarize the following :

In today's hyper-connected world, where digital technology has become an integral part of our daily lives, cyber security is of paramount importance. The increasing reliance on the internet for communication, commerce, and data storage has made individuals, businesses, and governments more vulnerable to cyber threats. Protecting sensitive information and ensuring the security of online systems is not merely an option but an absolute necessity. Cybersecurity encompasses a wide range of practices, technologies, and measures designed to safeguard computer systems, networks, and data from theft, damage, and unauthorized access. As the digital landscape continues to evolve, the threats have become more sophisticated and widespread. Hackers, cybercriminals, and even nation-states are constantly developing new tactics to breach security and exploit vulnerabilities. One of the most significant cyber threats is data breaches. When sensitive personal information, financial data, or intellectual property falls

into the wrong hands, it can have severe consequences. It can lead to identity theft, financial losses, reputational damage, and even compromise national security. Companies and organizations that suffer data breaches often face legal and financial repercussions. Moreover, cyberattacks can disrupt critical infrastructure and services. In recent years, we have witnessed large-scale attacks on power grids, healthcare systems, and government agencies. These attacks not only result in financial losses but also put lives at risk. Ensuring the security of such infrastructure is a matter of public safety. In addition to data breaches and infrastructure attacks, there is the constant threat of malware, ransom ware, phishing, and other malicious activities. These tactics are designed to infiltrate systems, steal information, or extort victims. The economic impact of cybercrime is staggering, with billions of dollars lost each year. The importance of cyber security goes beyond individual and corporate concerns. It is also a national security issue. State-sponsored cyber-espionage and cyberattacks

can disrupt a country's political stability, economic well-being, and military readiness. Therefore, governments worldwide are investing in cyber security measures to protect their interests. In this digital age, everyone plays a role in cyber security. Individuals should practice good online hygiene, such as using strong passwords and being cautious about sharing personal information. Businesses must invest in robust cyber security measures to protect customer data and maintain their reputation. Governments need to establish strong policies, regulations, and defense mechanisms to safeguard national interests. In conclusion, cyber security is not a choice; it is an imperative in our increasingly interconnected and digital world. The threats are real, and the consequences of lax cyber security can be devastating. As individuals, businesses, and governments, we all have a role to play in defending against cyber threats. By taking cyber security seriously and implementing best practices, we can make the digital landscape safer for everyone.

6. Draft an application for the post of an accountant in Pioneers (Pvt.) Ltd. Co. Hyderabad in response to their advertisement that appeared in The Times of India dated 1st August, 20XX.
7. Prepare a resume for the above post.
8. What are Phrasal Verbs ? Write any four phrasal verbs of your choice along with their meanings and frame sentences using those phrasal verbs.
