

A-0944

Total Pages : 10

Roll No.

BAEL (N)-121

English Reading and Writing Skills

Examination, June 2025

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

Every moment of life is precious. Time is the essence of life. It is the wealth given to us by Nature. Everyday all of us get 24 hours; nothing less, nothing more. Now, it is up to us how we use it. People who know how to make the best use of every moment easily open the doors of success in their lives and those who misuse time get failures one after the other. There is a saying that, "Spent time and spent words cannot come back." Everybody is tied by the limits of time; even God respects the boundaries of time.

Work wins appreciation only when it gets completed in a requisite time frame. Beyond the time allotted, work loses all its utility however good may have been its quality. Just as falling of rains after the crops have dried up have no use; likewise, when the time is past the deadline, the work loses its importance and value. When iron is hot it can be cast into whichever shape we want.

Once it gets cold nothing can be made out of it,

however, much we may beat the same. In the same way, a person who has learnt to wisely use his time and has understood how to cast himself according to the need of the time has actually learnt the true mantra of life.

Shakespeare wrote in one of his plays, “I wasted time, and now doth time waste me.” It is true that a person who wastes even a little bit of time loses wonderful opportunities that he could have otherwise availed of by utilizing that time. All the great leaders have one thing in common. They wisely utilize every moment of their time. When other people are busy in wasting time in laziness, great men are busy in making plans for the future. There is no person in history who wasted his time and still managed to achieve greatness.

Therefore, there is great need to manage time wisely. “Careful Time Management” refers to careful planning of time and sincere execution of this plan. This is the only mantra to attain success in any endeavor. A simple change in outlook and some modification in one’s daily routine can result in a big jump forward towards greater achievements.

Questions :

- (a) What is the essence of life ? 2
- (b) What kind of work loses its utility ? 2
- (c) How do we effectively manage our time ? 3
- (d) What kind of people open the doors of success of their life ? 2
- (e) How does the work lose its importance and value ? 3
- (f) Who has learnt the true mantra of life ? 2
- Find out a word from the passage which means : 3
- (g) Limitations 1
- (h) Required 1
- (i) Get 1
- (j) Give a Suitable title for the Passage. 2

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

If I should meet with the boy that I was,

How should we look ?

What should we say ?

So have I changed in the years that I think

Both would be dumb.

Yet there is nothing that came from without

Nothing of new.

Built on the old

What I am now was asleep in me then,

Waiting its hour.

Slowly, as men who unbury a vast

City that lay

Sunken in sand,

Thought and the powerful spade of the world

Dig out the self.

Questions :

- (i) Whom does the narrator want to meet ? 3
- (ii) What has happened to the narrator with time ? 3
- (iii) Is there anything that has come new ? 3
- (iv) What help man dig out 'the self' ? 4

- (v) Find words similar in meaning to the following words and phrases : 4
- (a) Do not speak
- (b) Very strong
- (vi) Give a suitable title to the poem. 2
3. Describe the steps of Report Writing.
4. Describe the Characteristics of Business Writing in detail.
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) 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. (a) Complete the paragraph using the correct phrasal verbs given below. Use them in the appropriate tense : 4

write off, go over, make up, run out, come up

The friends decided that they must be quick to their minds regarding the place they wished to visit. Time was as only a few train tickets were available. For the last time, they the details of different holiday destinations. Still they seemed to reach no decision till one of them with an idea. She said that they should write the names of the shortlisted places on slips of paper and draw lots. Before they did so they the places which were too far or too expensive to reach. That helped. They are going to Ranikhet.

- (b) Select the correct particle for the underlined verbs in the sentences below : 4

- (i) The crowd went shouting slogans in front of the municipal office in spite of being told not to do so. (on/about)
- (ii) Many people put their woollens in March and get ready for summer.

(off/away)

(iii) You mustn't put deciding about
your child's school, anymore. (on/off)

(iv) The editor promised to run my
article and give his suggestions.

(through/over)

2. Write a note on appropriate use of Language.

3. Rewrite the sentences below in a politer fashion.

(i) Where do kangaroos live ?

(A college student to classmate)

.....
.....

(ii) I am taking your shawl. (A girl to a friend)

.....
.....

(iii) Give me a piece of paper to write on.

(Aman to an enquiry office)

.....
.....

(iv) An old man was looking for you.

(Aman to a colleague)

.....
.....

(v) Put the lights on.

(Man, in the train to fellow passenger)

.....
.....

(vi) He didn't like the colour of the shirt. He rejected
it. (Persons discussing a gift that was left

behind by the receiver)

.....
.....

(vii) Did you have lunch ?

(concerned lady to colleague)

.....
.....

(viii) What is this street called ? (Visitor to a passerby)

.....
.....

4. Imagine you are the Technical assistant of Uttarakhand Testing Laboratories. You are sending an email to the office of Uttarakhand Chemicals, which is a new company set up in the Special Economic Zone. You wish to know more about the company and their products. Ask them to send their literature and promotional material if any. Also ask for a price list of their products how they would like to be paid.
5. Write a memo for circulation to all employees regarding the increase of refreshment and tea changes of the canteen. Explain the reason for the same. Consider yourself as Chairman, Canteen.
6. Your college is going to host a state level football championship. As the Secretary of the Sports council, write a notice to be sent to all the colleges of the state.
7. Describe Stages in Note taking.
8. What is the difference between an Agenda and Minutes of a Meeting ?
