

Indian Institute of Technology Patna
Department of Humanities and Social Sciences
End Semester Examination, Autumn 2015

Course Code: HS 103

Time: 3hrs.

Marks: 50

This paper has 2 sections – A and B. **Section B is compulsory.** Attempt **any 2** question from Section A.

SECTION A

1. Write a job application and resume in response to the following advertisement published on 30th October 2015 in *The Telegraph*: [15]

Wanted Software professionals with 1st class B.Tech. from a reputed institute with good management and communication skills. Apply within 30 days to Box no. 2230, *The Telegraph*, Kolkata – 700001.

2. Your Company *Alice Infotech* has got a tender of Rs. 30 Crore for setting up a news network channel in Mumbai. As the Director of the firm, draft a notice inviting Project Members and Project Assistants for a meeting. Also add an agenda for the meeting. [15]
3. The Director of your Institute has received a grant of Rs. 50 Lakhs from All India Council for Technical Education (AICTE) to develop the central computer facilities in the Institute. As Secretary of the Students' Council, the director has asked you to investigate the facilities available and in consultation with the respective faculty members and students of your institute make recommendations for improvement. Write a report outlining the above. [15]

SECTION B

4. Skim the following advertisement and answer the questions that follow:

SKILLSWISE DELIVERY SERVICES

CHRISTMAS JOB OPPORTUNITIES

Aged between 16 and 65 years? Need extra cash for Christmas?

Are you available to work at short notice?

Can you work early, late or night shifts?

We are looking for enthusiastic and reliable people to work on an occasional basis, helping to sort and deliver parcels in the Reading area from late November until the end of December.

Pay rates for weekdays, including Saturdays, will be:-

Ages 16 to 17 - £4.80 per hour.

Age 18 and over - £6.10 per hour.

So if you have good communication skills and are able to work as part of a team, we would like to hear from you.

To obtain an application form please write to:

**Elaine Grey, Personnel Officer,
Skillswise Delivery Services, Windsor Road,
Reading, RG5 4BR**

Tel: 0118 932 814 (24 hr. answer phone)

Closing date: 10th November.

1. Mark **True or False** against each of these statements:

[10]

1. The work will last for about a month.
2. The work involves travel around the UK.
3. You will be paid extra for working on Saturday.
4. You can leave a message on an answering machine.
5. You need to be able to work at short notice.
6. The minimum age for this job is 18.
7. Candidates must possess a driving license for this job.
8. Team work is an essential skill required for the job.
9. Application forms can be downloaded from the website.
10. Pay rates are high for Saturdays.

5. Scan the following prospectus of Portham Village School and answer the questions that follow: (5×2=10)



Portham Village School

2010/2011 Prospectus

ABSENCE

Illness

If your child is absent from school you should telephone the school office on the first day. When he/she returns to school, a written explanation about the nature of the illness must be provided so that school records can be kept up-to-date. All medical and dentist appointments should be made outside school hours unless unavoidable.

Holidays

The Board of Governors states that annual holiday should not be taken during term time although, at the discretion of the headteacher, pupils make take up to two weeks off school. If possible, this should be avoided as it is important that children do not miss out on their education (see page 9 regarding examinations).

SCHOOL UNIFORM

It is not compulsory for children to wear school uniform although it is strongly encouraged so that the children feel part of the school community.

Boys

Boys should wear blue shirts (long or short sleeved) with grey trousers and the school jumper. They should wear the blue and grey striped school ties at all times.

Girls

Girls should wear grey pinafores with white blouses and the school jumper.

Footwear and accessories

All children should wear black school shoes. At no time must they wear trainers. Girls may wear studs which must be removed for PE.

The school operates a 'budget shop' once a term so that parents may purchase second-hand clothing.

EXTRA-CURRICULAR ACTIVITIES

There is a wide range of clubs for all children, according to their age. Children in Reception may attend football, ballet and/or swimming. Children in Years 1 to 7 may also attend the following clubs: archery, short-tennis, French and homework. Participation in clubs is strongly encouraged.

Questions:

1. If your child is unwell, who should you telephone?
2. How often is the 'budget uniform' open?
3. Can girls wear stud earrings?
4. Who has stated that long holidays should not be taken during term time?
5. Does the school offer extra-curricular activities? Mention them.