

- Q.24 Complete the following sentences by using the correct question tags:
- Everything is arranged, _____
 - He is watching T.V, _____
 - I am not going there, _____
 - All of them are invited, _____
 - Let's play, _____
- Q.25 Give meaning of memorandum and write its four uses.
- Q.26 Define Preposition and write its type with examples.
- Q.27 Write a memorandum warning an employee for his being habitually late.
- Q.28 Define conjunction and write its type with examples.
- Q.29 Draft a Circular informing the employees about revision of play scales.
- Q.30 Draft an office memorandum warning an employee against his habit of regarding the newspaper & magazines during office hours.
- Q.31 Draft an agenda for the general meeting of the Board of Directors.
- Q.32 Write a short note on importance of preparing an agenda for a meeting.
- Q.33 Draft a circular regarding a poster making contest to celebrate 'Road safety week' in your organisation.
- Q.34 Write a note on situation that need circular letters.
- Q.35 Draw the format of Memorandum.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Write a letter to a sports dealer ordering sports material for the cricket team of your college.
- Q.37 Write a letter to the manager, state electricity board, complaining about power failure.
- Q.38 Draft a circular announcing the opening of a new showroom.

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Subject:- English Language-II

Time : 3Hrs. M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 We _____ dinner at ten last night
 a) Eat b) Ate
 c) Eaten d) Have Eaten
- Q.2 Do you _____ my father ?
 a) Know b) Knew
 c) Had Known d) Is Known
- Q.3 Mohan is known _____ me.
 a) in b) at
 c) to d) of
- Q.4 The dog is sitting _____ the table.
 a) on b) in
 c) by d) at
- Q.5 _____ tense is used to express habitual actions.
 a) Past indefinite b) Present indefinite
 c) Future indefinite d) Present Continuous

- Q.6 Walk carefully _____ you should fall.
 a) So that b) Lest
 c) But d) Unless
- Q.7 He will pass _____ he works hard.
 a) If b) And
 c) So d) But
- Q.8 It is true, _____
 a) Dont' he ? b) Isn't it ?
 c) Isn't he? d) Don't you ?
- Q.9 All of us are invited, _____
 a) Were we ? b) Aren't we ?
 c) Can't you ? d) Didn't he ?
- Q.10 Don't shout _____ me.
 a) at b) on
 c) to d) of

SECTION-B

Note: Objective type questions. All questions are compulsory.
 (10x1=10)

Einstein was a great scientist. He was born on march 14,1879, in Germany. He was shy and unhappy when he was small. His teachers considered him stupid, when they felt that he was very good at mathematics, they felt jealous and disliked him all more. He took a promise from his father that he would never insist him to join military. He hated German military. In 1894, the family moved to Italy. Einstein took the degree of Doctor of Philosophy at the university of Zurich in Switzerland. In 1911, he became teacher of Polytechnic school in Zurich. He also became member of many learned societies. The Universities of Geneva, Manchester, Rostock and Princeton conferred him honorary degrees. He got Nobel Prize in 1921.

- Q.11 Who was Einstein ?
 Q.12 How did his teachers use to think of him ?
 Q.13 What was that he hated most ?

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- Q.14 What did he do in Zurich ?
 Q.15 Name the Universities that conferred him honorary degrees.
 Q.16 When did he get Nobel Prize ?
 Q.17 Add suffix to the words :
 i) Move ii) Happy
 Q.18 Add prefix to the words:
 i) Like ii) Happy
 Q.19 Find out words from the passage which are antonyms of the words:
 i) Intelligent ii) Always
 Q.20 Make sentences using the following words:
 i) Jealous ii) Promise

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Fill in the blanks with the suitable conjunctions.
 a) I returned home _____ the sun had set.
 b) Walk fast, _____ you will miss the train.
 c) Trust in God _____ do the right.
 d) He _____ his brother is intelligent.
 e) He is slow _____ he is steady.
- Q.22 Fill in the blanks with the correct form of verb given in the brackets:
 a) He always _____ (take) his coffee without sugar.
 b) This parcel _____ (contain) a gift for you.
 c) He _____ (fail) last year.
 d) When I _____ (see) him last he was quite healthy.
 e) It _____ (not rain) heavily last summer.
- Q.23 Fill in the blanks with suitable prepositions.
 a) The bus driver was responsible _____ the accident.
 b) My brother is good _____ English.
 c) He did not reply _____ my letter.
 d) He is in the habit _____ coming late.
 e) Raj is afraid _____ dogs.

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