

### SECTION-B

**Note:** Short answer type questions. Attempt any six questions out of Eight questions. (6x5=30)

- Q.11 Draft a notice informing the volleyball players about a volleyball tournament to be held in your Institution
- Q.12 What is Communication? How is it important in business?
- Q.13 Write a memorandum to Mr. ABC, an employee of Finance Bank Ltd. informing him of a cut in his salary.
- Q.14 Your friend was not able to perform well in the exam. Motivate him for the same.
- Q.15 Fill in the blanks with suitable articles (a/an/the/NA) a)  
a) He is ..... European.  
b) She is suffering from..... Dengue.  
c) ..... USA is a developed nation.  
d) Ram is..... honest man.  
e) I saw ..... Owl.
- Q.16 Write four important points to be kept in mind while appearing in an interview.
- Q.17 Write a short invitation letter to your friend to invite him/her on your sister's marriage.
- Q.18 What is Memorandum? What are the occasions for writing a memorandum?

### SECTION-C

**Note:** Long answer type questions. Attempt any one questions out of two questions. (10x1=10)

- Q.19 Draft a Circular informing the employees about 'No Smoking Policy at workplace'.
- Q.20 You are Ramesh/Rita. Write a letter to the manager of your society, complaining about the irregular supply of water.

No. of Printed Pages : 2

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Roll No. ....

### Level-4 / DVOC

**1st Sem. / (Ref. & Air Cond., Medical Imaging Tech., Auto Servicing, ITM, PT, BFSI, SD, AMT, FP, EMS Graphics & Multimedia)**

**Subject : Language II**

Time : 2 Hrs.

M.M. : 50

### SECTION-A

**Note:** Very short answer questions. Attempt all ten questions. (10x1=10)

- Q.1 My result is.....33%. (above/over)
- Q.2 ..... do you live? (What/Where)
- Q.3 I..... singing a song. (am/is)
- Q.4 Universal truth is expressed in simple..... tense. (Present/Past)
- Q.5 Memorandum is circulated.....(inside the organization/outside the organization)
- Q.6 The first test match begins.....15th April. (on/at)
- Q.7 The term 'communication' derived from ..... language. (Greek/Latin)
- Q.8 She is so afraid.....she cannot come inside. (as/that)
- Q.9 What is short form of memorandum? (memoa/ memo)
- Q.10 Notice is a.....communication. (informal/formal)