

Section-B

Note: Short Answer Question. Attempt any six questions out of eight questions. $(6 \times 5 = 30)$

- Q.11 Write a notice warning the students of your polytechnic against bunking the classes.
- Q.12 What is an agenda? What is the purpose of writing an agenda?
- Q.13 Write a memo to an employee granting him permission to avail a leave for one week.
- Q.14 What is a conjunction? Give its types.
- Q.15 What is a mock interview? Why is it important?
- Q.16 Your friend has stood first in exams. Congratulate him on his success.
- Q.17 What is a pronoun? Give its types. (Any four)
- Q.18 Fill in the blanks with suitable article (a, an, the)
i) I bought _____ new TV set yesterday.
ii) She was wearing _____ ugly dress.
iii) He is _____ engineer.
iv) _____ oranges I purchased were sour.
vi) I met _____ one eyed man yesterday.

Section-C

Note: Long answer type Question. Attempt any one question out of two Questions. $(1 \times 10 = 10)$

- Q.19 Write an agenda for the general meeting of the members of the board of directors.
- Q.20 Write a letter to the editor of a newspaper about increasing thefts in your area.

No. of Printed Pages : 2

Roll No.....

188434

**1st Sem./ DVOC
Sub : Language - II**

Time : 2 Hrs.

M.M. : 50

SECTION-A

Note: Very short answer questions. Attempt all ten questions. $(10 \times 1 = 10)$

- Q.1 Communication is sharing of _____ ideas in common. (Information, books)
- Q.2 The cat jumped _____ the well. (in, into)
- Q.3 It _____ rain today. (is, may)
- Q.4 _____ Rahul and Karan are intelligent. (Either, both)
- Q.5 _____ is your name? (Who, What)
- Q.6 To express daily routine/habit simple _____ tense is used. (Present, past)
- Q.7 Honesty _____ the best policy. (is, are)
- Q.8 What is the full form of memo? (Memory, memorandum)
- Q.9 A notice is a _____ piece of writing. (Formal, informal)
- Q.10 I will avail myself _____ the bus facility. (On, of)