

- Q.12 What is memorandum? What are the occasions for writing a memorandum?
- Q.13 What is preposition? Give its types.
- Q.14 What are the important points to be kept in mind while appearing in an interview?
- Q.15 Your friend was not able to perform well in the interview. Motivate him for the same.
- Q.16 What is communication? How is it important in business?
- Q.17 Write a memo warning an employee against his habit of coming late to the office.
- Q.18 Fill in the blanks with suitable article (a, an, the)
- 1) I broke.....vase my brother brought
  - 2) .....Taj Mahal is a beautiful building
  - 3) I met .....European yesterday.
  - 4) He was writing.....application.
  - 5) .....apple a day keeps the doctor away.

### SECTION-C

- Note:** Long answer type questions. Attempt any one question out of two questions. (10x1=10)
- Q.19 Write a circular announcing the change in office timings.
- Q.20 Write a letter to the SHO to your area complaining about the theft of your scooter.

No. of Printed Pages : 2

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Roll No. ....

**Level 4, 1st Sem./ DVOC (Ref & Air Cond,  
Medical Imaging, Tech, Auto Servicing,  
ITM PT, BFSI, SD, AMT, Food Processing,  
EMS graphics, Multi media)**

**Subject : Language - II**

Time : 2 Hrs.

M.M. : 50

### SECTION-A

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

- Q.1 From which language is the term communication derived? (Greek, Latin)
- Q.2 The Aeroplane is flying .....the clouds. (above, on)
- Q.3 I.....writing a letter. (is, am)
- Q.4 He is so weak.....he cannot walk, (that, because)
- Q.5 To express universal truth simple.....tense is used. (past, present)
- Q.6 .....is your book? (what, which)
- Q.7 Union.....strength. (is, are)
- Q.8 What is the short form of memorandum? (memora, memo)
- Q.9 An agenda is a .....communication. (Formal, Informal)
- Q.10 Mother looks .....the baby. (behind, after)

### SECTION-B

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

- Q.11 Draft a notice informing the hockey players about a Hockey Tournament to be held in your institution.