

Section-B

Note: Short Answer Question. Attempt any six questions out of eight questions. (6x5=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 I 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 questions out of two Questions. (1x10=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. (10x1=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)