

- c) She will singing a song.  
 d) The pdf has opening in MS word.  
 e) Have she gone to bed?
- Q.33** Fill in the blanks with modals . (CO)
- a) They \_\_\_\_\_ Study daily.  
 b) We \_\_\_\_\_ now speak french also.  
 c) He \_\_\_\_\_ Help you for sure.  
 d) \_\_\_\_\_ you like to have some coffee?  
 e) You \_\_\_\_\_ not enter into my class with muddy feet.
- Q.34** Fill in the blanks with correct form of verb: (CO)
- a) Ramesh \_\_\_\_\_ (like) old songs.  
 b) Rohan \_\_\_\_\_ (visit) the same pilgrimage last year also.  
 c) Who \_\_\_\_\_ (break) my pen?  
 d) She \_\_\_\_\_ (Speak) three languages with equal frequency.  
 e) He \_\_\_\_\_ (Read) newspaper.
- Q.35** Select the nouns/pronouns from the given sentences.
- a) The Bible is a holy book.  
 b) Nothing special happened today in my routine.  
 c) Happiness relaxes the soul.  
 d) The army always protect the nation.  
 e) This is an elegant style.

#### SECTION-D

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36** Write a letter to your best friend who lives in Bhopal inviting him for the marriage of Your elder brother . (CO)
- Q.37** Write a letter to your mother to describe zonal youth festival in your college. (CO)
- Q.38** Write a congratulatory letter to your cousin who has qualified some competition exam held by SSC.(CO)

**3rd Sem / Branch : OMCA**  
**Subject:-English and Communication Skills-I /**  
**Buss. Corresp. Buss. Corresp - I**

Time : 3Hrs. M.M. : 100

#### SECTION-A

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

- Q.1** This is my favourite pen. (Select adjective) (CO)
- a) This b) Pen  
 c) Favourite d) My
- Q.2** Rohan felt much tension due to scoring less in hindi . (Tense) (CO)
- a) Past b) Present  
 c) Future d) Don,t know
- Q.3** We \_\_\_\_\_ value education . (Modal auxiliary)(CO)
- a) May b) Can  
 c) Should d) Would
- Q.4** Social media \_\_\_\_\_ helpful in the investigation of this case .(Prove) (CO)
- a) Proved b) Will prove  
 c) Had proved d) Has proving
- Q.5** The jug has \_\_\_\_\_ juice. (Pronoun) (CO)
- a) Most b) Any  
 c) Some d) My
- Q.6** My grandmother reads \_\_\_\_\_ bhagwad gita daily. (Determiner) (CO)
- a) A b) An  
 c) The d) Some

- Q.7 Select the abstract noun. (CO)  
 a) Army                    b) Ganga  
 c) Flowers                d) Happiness
- Q.8 The culprit surrendered \_\_\_\_\_ (pronoun) (CO)  
 a) Yourself              b) Itself  
 c) Ourselves             d) Himself
- Q.9 Homecoming is written by: (CO)  
 a) R.N. Tagore           b) M. premchand  
 c) Robert frost          d) Kamala Das
- Q.10 Jumman is a character in. (CO)  
 a) God lives in the panch  
 b) Kabuliwala  
 c) The discovery of India  
 d) None of the above

### SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 Who is the main character in kabuliwala? (CO)
- Q.12 Who is the main character in Homecoming? (CO)
- Q.13 The antonym of darkness will be.....? (CO)
- Q.14 Does jumman take care of the old aunt? (CO)
- Q.15 What is the basic purpose of reading? (CO)
- Q.16 Can slow reading help a candidate who is preparing for same competition exam? (CO)
- Q.17 I present my sincere gratitude for come . (Correct the sentence). (CO)
- Q.18 He has failed many time \_\_\_\_\_ he is trying his best.(Conjunction) (CO)
- Q.19 They have selected their team.  
 (change into interrogative) (CO)
- Q.20 Our chairman likes perfectly drafted documents more. (Change into negative) (CO)

### SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 What do you know about skimming? (CO)
- Q.22 Write down the types of right approach to reading. (CO)
- Q.23 Your friend is in favour of having a driving competition with you. Express your disagreement. (Dialogue form) (CO)
- Q.24 You had an important meeting in the office of Election as you yourself are regional officer in the coming Elections. But you got late due to heavy traffic. Express your regret for being late in Dialogue form. (CO)
- Q.25 you handed over an important file note regarding transfer of an employee to your junior. He Drafter it perfectly . Thank him for doing this job (CO)
- Q.26 It's your birthday today and you need to go home early. Request your senior officer for an early exit in dialogue form. (CO)
- Q.27 Write down the summary of God Lives in the Panch. (CO)
- Q.28 Write a condolence letter to your friend whose grandmother expired last week. (CO)
- Q.29 Write a letter to your friend to inform him that you will be able to attend his function. (CO)
- Q.30 What are the feelings of Rahman to see Mini as a big girl and being get married? (CO)
- Q.31 Write a letter to your father to describe the annual athlete meet in your college. (CO)
- Q.32 Correct and rewrite the sentences:  
 a) They had watching the match.  
 b) None of the apples are fresh (CO)