

- Q.12 What is the difference between Formal & Informal communication?
- Q.13 Write a memorandum to Mr. XYZ, an employee of Economic Bank Ltd. against his habit of reading newspapers and magazines during office hours.
- Q.14 Your friend worked hard but could not perform well in the exam. Express your sympathy for the same.
- Q.15 Fill in the blanks with suitable articles(a/an/the/NA)
- He studies in _____ university.
 - He is suffering from _____ Typhoid.
 - _____ Hindustan Times is a popular newspaper.
 - Radha is _____ hour late.
 - I am writing with _____ ink pen.
- 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 birthday.
- Q.18 What is memorandum? Explain its usage in an organization?

SECTION-C

Note: Long answer questions. Attempt any one question out of two questions. (1x10=10)

- Q.19 Draft a circular, announcing the opening of new Cosmetic cum Gift shop.
- Q.20 You are Radha/Rohan. Write a letter to the manager of your society, regarding the installation of a new street lights in your society.

No. of Printed Pages : 2
Roll No.

188434

1st Sem, Level 4 / DVOC (Ref. & Air Cond., Medical Imaging Tech., Auto. Servicing, ITM, PT, BFSI, SD, AMT, Food Processing, EMS, Graphics & Multimedia
Subject : Language II

Time : 2 Hrs. M.M. : 50

SECTION-A

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

- I scored _____ 35%. (below/over)
- _____ are you crying? (What / Why)
- They _____ singing a song.(are/is)
- 'Do/Does' is used in _____ tense. (Simple Present/ Simple past)
- Memorandum is circulated _____ (Inside the organization/ outside the organization)
- He reached home _____ 10:00 am. ((on/at)
- The term 'communication' derived from the Latin word _____ (Commoa/ Communis)
- She is late _____ she missed her train.(but/because)
- What is short form of memorandum? (memoa/memo)
- Memorandum is a _____ communication. (Informal/formal)

SECTION-B

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

- Q.11 Draft a notice informing the students regarding Annual Function to be held in the college.