

- Q.30 Correct the spellings of following words
a) Definitely b) Truely
c) Arguement d) Recive
e) Calender

Q.31 Explain the idioms.
a) To hit below the belt b) To breath one's last
c) Ice on the cream d) Be on cloud nine
e) Once in a blue moon

Q.32 Change the sentence into interrogative
i) The gardner will be planting the trees
ii) It will have rained tomorrow
iii) I have completed my home work
iv) I am disturbing you
v) Ravi went for a movie yesterday.

Q.33 Change into negative sentences
i) I went to school
ii) My father had finished his office work
iii) The chairman had made a speech
iv) My mother will go to school
v) I shall be waiting for you

Q.34 What do you know about E-mail etiquettes?

Q.35 How will you admonish a peon who has misbehaved with the visiting public in your office?

Section-D

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

- Q.36 Write a paragraph to describe India Olympics.

Q.37 Write a letter to your enjoy mother describing the youth festival held in your college.

Q.38 Write an E-mail regarding enquiry for admission schedule in diploma courses in Haryana.

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4th Sem. Branch: OMCA
Subject : English & Communication Skills - II

Time : 3 Hrs. M.M. : 100

SECTION-A

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

- Q.1 Which of the following is not included in the process of Listening.
a) Receiving b) Understanding
c) Remembering d) Recording

Q.2 Make verb from the noun : Determination.
a) Determine b) Determination
c) Determinated d) Determined

Q.3 Change into negative : Sunita has been singing for a long time.
a) Sunita has been not singing for a long time.
b) Sunita has being singing for a long time.
c) Sunita has note been singing for a long time.
d) Sunita had not been singing for a long time.

Q.4 Choose the correct spelling:
a) Gramar b) Grammer
c) Grammar d) Gramer

Q.5 Change into interrogative : Ravi met me yesterday.
a) Do Ravi meet me yesterday
b) Does Ravi met me yesterday
c) Did Ravi met me yesterday
d) Did Ravi meet me yesterday

Q.6 Bird's eye view means-
a) General view b) Undoubtful view
c) Sad view d) Excitement view

- Q.7 Select the correct sentence
 a) Mohan will be reading a novel
 b) Mohan will reading a novel
 c) Mohan will been reading a novel
 d) Mohan shall been reading a noval
- Q.8 Complete the idiom "To bury the _____."
 a) Hatchet b) Egg
 c) Cap d) Patch
- Q.9 Choose the correct spelling
 a) Communication b) Communikation
 c) Communnication d) Comunication
- Q.10 Full form of Email is _____.
 a) Elective mail b) Electrical mail
 c) Easy mail d) Electronic mail

Section-B

Note: Objective type questions. All questions are compulsory.

(10x1=10)

Happiness is very simple term which is used commonly. But how many of us really know the meaning of true happiness and how to attain that state? Not many I most people look for happiness outside. They believe that they can be happy if they possess certain things or be with certain people or reach a professional height. This is what they have been fed with since their childhood. While all the mentioned things are essential for a good living, they cannot bring happiness.

Happiness is essential from an individual's emotional comfort. A person who is not fit emotionally will feel an impact of his complete health that will drain very soon. Unluckily, despite the fact that happiness is tremendously necessary, people do not give so much importance to all those habits which can keep them happy. They are so excessively captivated inside their professional lives as well as other nuts and bolts of life that-they overlook to relish the happy memories of their life. It is also the main reason that problems like anxiety, stress and depression

- Q.11 How do people try to achieve happiness?
 Q.12 Can material things give true happiness?
 Q.13 What does happen if a person is emotionally unfit?
 Q.14 Why do people overlook the importance of happiness?
 Q.15 What is the reason for increased stress and depression in life?
 Q.16 Write meaning of following words-
 Attain, Captivated
 Q.17 Use following words in sentences-anxiety, comfort.
 Q.18 Write two words from passage that have suffix used in them.
 Q.19 Write synonyms-necessary _____, Relish: _____.
 Q.20 Write antonyms-
 Comfort: _____, Certain: _____.

Section-C

- Note:** Short answer type Question. Attempt any twelve questions out of fifteen Questions. (12x5=60)
- Q.21 Write a letter to your friend inviting her to your birthday party.
 Q.22 Describe a garden that you have visited last Sunday with your friend.
 Q.23 Describe a monument that you have recently visited.
 Q.24 You are late for seminar for some reason ask for permission to join the seminar frame the conversation between you and your HOD.
 Q.25 What are the barriers that come in the way of effective listening?
 Q.26 Write a paragraph of the importance of computer in education.
 Q.27 What are the basic purpose of listening?
 Q.28 Change the following sentences into passive voice.
 i) They gave her a nice present.
 ii) She watered the flowers every day
 iii) Ben will direct the show
 iv) A unkown author wrote the book.
 v) Jane is singing the new song.
 Q.29 Change the following noun into verb
 a) Difference b) Frequency
 c) Encouragement d) Confidence
 e) Argument