

- a) You know it, _____
 b) This boy won the race, _____
 c) I am not your friend, _____
 d) He needs your help, _____
 e) This is his pen, _____
- Q.25 Write four advantages of memorandum writing.
 Q.26 Write a memo to an employee informing him of a cut in his salary.
 Q.27 Draft an agenda for the quarterly meeting of the Board of Directors.
 Q.28 Write four guidelines to be followed while writing minutes of a meeting.
 Q.29 Write four salient features of a circular letter.
 Q.30 Draft a Memorandum regarding a change in the date sheet of sessional tests to be held in your institution.
 Q.31 Write a memo to an employee granting permission to join a part time diploma course in marketing.
 Q.32 Differentiate between Memo and Circular.
 Q.33 Write a circular declaring a change of company's name and logo.
 Q.34 Write the types of Tenses giving Suitable examples.
 Q.35 Write four guidelines to be followed while preparing an agenda for a meeting.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Write a letter to a candidate for appearing in an interview for the post of Training and Placement Officer.
 Q.37 Write a letter to the commissioner, Municipal Corporation, drawing his attention to lack of civic amenities in your area.
 Q.38 Place an order for the supply of wooden furniture and book cabinets/shelves for the college library.

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Subject:- English Language - II

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 This watch is similar _____ your watch.
 a) at b) in
 c) to d) by
- Q.2 What is the difference _____ a lion and a tiger?
 a) to b) on
 c) between d) among
- Q.3 She wept _____ much _____ she fell ill.
 a) both, and b) so, that
 c) either, or d) neither, nor
- Q.4 He visited not only Bombay _____ Delhi.
 a) but b) but also
 c) than d) since
- Q.5 He is watching TV, _____
 a) aren't we? b) aren't they?
 c) isn't he? d) isn't she?
- Q.6 Both Ram and Shyam are engineers, _____
 a) isn't he? b) isn't she?
 c) are they? d) aren't they?

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- Q.7 My friends often _____ me presents.
 a) sent b) sends
 c) are sending d) send
- Q.8 Leela _____ her work herself.
 a) do b) does
 c) are doing d) has done
- Q.9 A _____ is a word used with a noun or pronoun to show position or relation between things, persons or places in a sentence.
 a) conjunction b) preposition
 c) memorandum d) circular
- Q.10 He _____ a new mobile phone yesterday.
 a) buy b) bought
 c) buys d) has bought

SECTION-B

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

The earth is the third planet from the sun and the only known planet to support life. It has a diameter of approx. 12,742 kilometers and is the fifth largest planet in the solar system. The earth is a rocky planet with a solid outer crust and a molten inner core. Its atmosphere is composed of nitrogen, oxygen and trace amounts of other gases. The earth's rotation on its axis causes day and night, while its orbit around the sun causes the seasons. The earth's axial tilt is responsible for the variation in sunlight received by different parts of the planet throughout the year, resulting in the seasons. The earth's magnetic field created by the motion of molten iron in its core helps to protect the planet from harmful solar radiation.

- Q.11 What is the earth?
 Q.12 What is the diameter of the earth?
 Q.13 How does the earth's rotation cause day & night?
 Q.14 What causes the seasons on the earth?

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- Q.15 What is the earth's magnetic field and why is it important?
 Q.16 Which gases are found in earth's atmosphere?
 Q.17 The earth is the _____ largest planet in the Solar system.
 Q.18 Add prefix to the words:
 i) responsible ii) protected
 Q.19 Add suffix to the words:
 i) different ii) season
 Q.20 Make sentences by using words:
 i) cause ii) season

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Fill in the blanks with suitable conjunctions.
 a) I cannot give you any money, _____ I have none.
 b) _____ I were you, I'd keep quiet.
 c) She is a fine player _____ she is so small.
 d) No sooner had the train stopped _____ he stepped out.
 e) Both Ram _____ Shyam are going there.
- Q.22 Fill in the blanks with the correct form of the verb given in the brackets:
 a) I _____ (go) to see the Taj last year.
 b) He _____ (take) exercises every morning.
 c) He _____ (leave) the city last month.
 d) Last sunday I _____ (stay) at home.
 e) Our school _____ (begin) with prayer every day.
- Q.23 Fill in the blanks with suitable prepositions.
 a) The book is lying _____ the table.
 b) He jumped _____ the water.
 c) The milk is contained _____ this jug.
 d) He is suffering _____ Jaundice.
 e) You should be polite _____ all.
- Q.24 Complete the following sentences by using the correct question tags:

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