

- Q.25 Fill correct forms of verbs given in brackets.
- He _____ a teacher. (be)
 - I _____ my homework when my father came. (do)
 - The maid _____ still not _____ the room. (clean)
 - When I reached the bus stop the train _____. (leave)
 - He _____ for two hours. (play)
- Q.26 Frame question tags from the following sentences-
- This movie is funny, _____.
 - He doesn't like to drive, _____.
 - He has left _____.
 - He told me the truth, _____.
 - Let's go dancing, _____.
- Q.27 Write a letter to the General Manager, State Electricity Board about absence of street lights in your colony.
- Q.28 Write a General office memo on inappropriate use of time.
- Q.29 Draft a circular letter announcing a clearance sale.
- Q.30 Write an agenda for a monthly meeting of an office.
- Q.31 Explain prepositions and its types.
- Q.32 Explain types of The Minutes of Meeting.
- Q.33 Draw the format of Memo.
- Q.34 Write the occasion when a memo is issued.
- Q.35 Write an office order to employees giving general instructions regarding rules of the office.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Write a memo declining the grant of deputation to an employee still on probation.
- Q.37 Write a letter to the newspaper editor, protesting against a wine shop near your locality.
- Q.38 Write the Minutes for the general board meeting.

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2nd Sem / Common Subject:- English Language - II

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Full form of MEMO is _____
- Memorand
 - Memory
 - Memorandum
 - Memorial
- Q.2 He can't hear. (Framing question)
- can he
 - can't he
 - does he
 - don't he
- Q.3 You dislike him. (Framing question)
- don't you
 - did you
 - do you
 - have you
- Q.4 _____ he is poor, yet he is honest. (Conjunction)
- As soon as
 - while
 - although
 - but
- Q.5 He can't attend the school _____ he is ill. (Conjunction)
- as
 - yet
 - if
 - and
- Q.6 The list of various important items to be discussed in the meeting is called _____.
- Minutes
 - memo
 - Circular
 - agenda
- Q.7 She _____ to the temple daily. (Go)
- went
 - goes
 - go
 - had gone
- Q.8 We _____ since morning. (Wait)
- have been waiting
 - wait
 - did wait
 - wait

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- Q.9 The cat jumped _____ the table. (Preposition)
 a) at b) over
 c) across d) behind
- Q.10 To express a past habit, simple _____ tense is used.
 a) present b) past
 c) future d) past perfect

SECTION-B

Note: Read the following passage carefully and answer the questions that follow. All questions are compulsory.

(10x1=10)

A tractor made in Bengal may help India shed bullocks from farms. One of the world's smallest tractors, developed in a government laboratory in Durgapur and made especially for farmers with small landholdings, has passed field tests and is ready for production and roll out. The tractor named Krishi Sakti, developed by engineers at the Central Mechanical Engineering Research Institute (CMERI), has just received certification under the Central Motor Vehicle Rules and will be produced by Howrah-based Singha Components, a private company. 'The 12 horsepower mini-tractor will cost less and demand lower operating cost than standard tractors used in farms and will allow farmers with small patches of land to mechanize tilling and plowing operations', a CMERI scientist said. Indian agricultural statistics suggest that 80 percent of the farming households across the country hold 36 percent of the cultivated land. The average landholding of an Indian farmer does not exceed the size of a soccer field. Standard tractors used in Indian farms are larger at 18 horsepower or higher. These tractors cost about Rs 4 Lakhs or higher and consume three to four liters of diesel per hour of operation. Krishi Sakti, on the other hand, is expected to be priced below Rs 2 Lakhs and will work on less than two liters of diesel per hour. The CMERI engineers say that the tractor could also be used to draw a trolley carrying up to 2500 kg of load. It was also reported that it took a 12-year research effort to develop the new tractor.

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Questions :

- Q.11 The new tractor is developed by the scientists of CMERI. (True/False)
- Q.12 The new tractor is more fuel consuming than the bigger tractors. (True/False)
- Q.13 The new tractor is specially produced for farmers with small land holdings. (True/False)
- Q.14 The tractor can be used to draw trolley loaded up to 2500 kg. (True/False)
- Q.15 What is the name of the small tractor developed at CMERI?
- Q.16 Who will be the producer of this tractor?
- Q.17 How much-cultivated land is held by 80% of the farmers?
- Q.18 How big is the average landholding of an Indian farmer?
- Q.19 Write any one advantage of employing the new tractor in the field?
- Q.20 What is the expected price of this tractor?

SECTION-C

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

- Q.21 Draft a circular letter for staff meeting for the company, R.R. Enterprises.
- Q.22 Write a memo to an employee informing him of a cut in his salary.
- Q.23 Fill in the blanks with suitable conjunctions-
 a) He ran towards his father _____ he saw him coming.
 b) Wisdom is better _____ rubies.
 c) Either you are mistaken, _____ I am.
 d) We ran fast, _____ we missed the train.
 e) I will wait for you _____ you return.
- Q.24 Fill in the blanks with suitable prepositions _
 a) You must think _____ a good plan.
 b) I am new _____ this city.
 c) Prem is bad _____ Mathematics.
 d) He has a habit _____ coming late.
 e) The plane crashed _____ the sea.

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