

- Q.27 Write a letter to Satpal Stationery store, Hyderabad for cancellation of an order placed by your Institute, G.P Ludiana on January 23, 2024.
- Q.28 Draft a format of a Memo.
- Q.29 Frame question tags from the following sentences:
- She will come to my house, \_\_\_\_\_
  - I am reading a book \_\_\_\_\_
  - He told me the truth \_\_\_\_\_
  - Kartikeya has cleared Ph.d entrance exam \_\_\_\_\_
  - They are going to school \_\_\_\_\_
- Q.30 Write a short note on Question Tag and Tag question.
- Q.31 What do you mean by Agenda? What can be the Agenda items for sports Annual meet of a college?
- Q.32 What do you mean by sender's address and receiver Address in a Business letter? Quote sample of each address.
- Q.33 As a Dean of Universal Institute of Technology and Engineering, chennai, Draft an agenda for the annual Athletic meet of the college.
- Q.34 What do you mean by a circular? Write down any three features of a good circular?
- Q.35 Write a short note on Past Indefinite Tense.

#### **SECTION-D**

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 As a General Manager of your company, Anant Electrical Good Pvt Ltd, Rajasthan, write a circular for all the employees regarding changing in timings of company due to ensuing of winter.
- Q.37 Annual sports meet of your college is to be held on April 20, 2024. As a sports Secretary of the Institute call a meeting on April 15, 2024
- Write an agenda for the meeting.
  - Write minutes of the meeting after the meeting to be circulated to all the members who attended the meeting.
- Q.38 Write a Complain letter to municipal Commissioner, Ward no 16, New Delhi for regarding non functionality of street lights.

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**2nd Sem / Agri, Arch, Auto, Ceramic, Chem, P & P, Civil, Comp, Elect, Eltx, Food Tech, I & C, LIS, Mech, T & D, MLT, Plastic, Prod, Mechatronics, Text Design, Text Proc, Text Tech, Fash Tech, OMCA, Fash Design, Med Eltx, Eltx & Inst, GE, FAA, CAD/CAM, CNC, Metallurgy, F & F, Civil Constr, Text Chem, Pack Tech, Printing Tech, Power Stat Engg, Power Eltx, Elect & Eltx Engg, DBM, DBM (IPM), Paint Tech, Ruber Tech, Polymer Engg., Highway Engg, Fab. Tech, Fire Tech & Safety AME**

#### **Subject:- English Language - II**

Time : 3Hrs. M.M. : 100

#### **SECTION-A**

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

- Q.1 Which of these must be avoided in business letters?
- Polite words
  - Formal words
  - Abbreviations
  - Clear details
- Q.2 What is the full form of Memo?
- Memorandum
  - Memos
  - Memorandums
  - Memoranda
- Q.3 A \_\_\_\_\_ is a word which joins words, group of words or sentences.
- Conjunction
  - Noun
  - Tense
  - Preposition
- Q.4 In order to express habit, we use simple \_\_\_\_\_ tense.
- Present continuous
  - present Indefinite
  - Past Perfect
  - None of above
- Q.5 I am fond of music, \_\_\_\_\_ ? (add Question Tag)
- aren't I?
  - Am not I?
  - amn't I?
  - none of above
- Q.6 He \_\_\_\_\_ (die) in 2003.
- will die
  - died
  - has died
  - had died
- Q.7 Choose correct preposition:  
 Rannvijay came to college \_\_\_\_\_ bus.
- in
  - above
  - by
  - none of above

- Q.8 Choose the right option:  
The list of various significant items to be discussed in the meeting is called \_\_\_\_\_  
 a) Minutes                    b) Chairman  
 c) Agenda                    d) Notice
- Q.9 Add appropriate suffix to 'Quiet'.  
 a) -es                        b) -ness  
 c) un-                        d) -ing
- Q.10 Identify what are the components of business letter?  
 i) Letterhead                ii) Letter reference  
 iii) Receiver's name and address  
 iv) Date and Salutation     v) Subject heading  
 vi) Signatory's name  
 a) All of the above          b) (i)(iii) and (v) only  
 c) (iii)(iv)and (v) only    d) None

### **SECTION-B**

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

Tommy loved animals. He had a small pet dog named Max, and he spent most of his time playing with him. One day, while walking in the park with Max, Tommy noticed a wounded bird laying on the ground. Feeling sad for the little bird, Tommy gently picked it up and took it home. He made a cozy nest for the bird in a cardboard box and fed it some bread crumbs and water. Tommy named the bird Tweetie and took good care of it until it was strong enough to fly again. He released the bird once it recovered. From that day on, Tommy became known as the boy who saved Tweetie.

- Q.11 What is the name of Tommy's pet dog?  
 Q.12 Where did Tommy find the wounded bird?  
 Q.13 What did Tommy use to make a nest for the wounded bird?  
 Q.14 What did Tommy feed the wounded bird?  
 Q.15 What did Tommy name the wounded bird?  
 Q.16 What became Tommy's nickname after he took care of the wounded bird?  
 Q.17 Why did Tommy become known as the boy who saved Tweetie?  
 Q.18 What did Tommy do with the bird after it became strong again?

- Q.19 Write down one synonym and antonym of Cozy & Pet?  
 Q.20 Add suffix to the following word: Strong and recover.
- SECTION-C**
- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Fill preposition:  
 a) He was rewarded \_\_\_\_\_ a medal  
 b) He did not reply \_\_\_\_\_ my letter.  
 c) He deals \_\_\_\_\_ Japanese silk.  
 d) Fill the bottle \_\_\_\_\_ hot water.  
 e) She comes \_\_\_\_\_ rich family.
- Q.22 Frame questions from the following statements:  
 a) Yes, everything was arranged nicely in the party.  
 b) Sanushka has rejoined the school.  
 c) My mother is an engineer.  
 d) It is made of wood.  
 e) I like to play football.
- Q.23 Fill the blanks with appropriate conjunctions:  
 a) I like him \_\_\_\_\_ he is honest.  
 b) Work hard \_\_\_\_\_ you will fail.  
 c) He is \_\_\_\_\_ poor \_\_\_\_\_ honest.  
 d) \_\_\_\_\_ it is rainy, I cannot go to school.  
 e) He was punished \_\_\_\_\_ he was guilty.
- Q.24 Fill correct form of verb given in bracket:  
 a) I \_\_\_\_\_ (go) to Mumbai next week.  
 b) She never \_\_\_\_\_ (tell) a lie.  
 c) He \_\_\_\_\_ (be) a teacher since 1984.  
 d) Rihu \_\_\_\_\_ (read) in ninth class.  
 e) The earth \_\_\_\_\_ (move) round the class.
- Q.25 Write a memo to an employee, Mr Satish Kumar, Data Entry Operator, of your company, Apex private Ltd, Haridwar, for using the office phone for his personal use.
- Q.26 Write a circular informing to all the employees about the opening of a new branch of your company, Global Furniture Housing, New Delhi.