

2022-25

Full Marks : 100

Pass marks : 40

Time : 3 Hours

Candidates are required to give their answer in their own words as far as practicable. Their figures in the margin indicate full marks.

परीक्षार्थी यथासम्भव अपने शब्दों में ही उत्तर दें। उपांत के अंक पूर्णांक के द्योतक हैं।

Answer from **both** the Groups as directed.

Group - A

1. (a) Answer these questions in either **one word** or **one sentence**. 1×5=5
- (i) Define communication.
- (ii) What are the types of communication ?
- (iii) Give an example of non-verbal communication.

- (iv) Is listening an active skill ?
(v) What is the full form of C.V. ?
(b) Write True/False : 1×5=5
(i) Writing is an active skill.
(ii) Verbal communication takes place without the help of words.
(iii) An advertisement is usually a short form of writing.
(iv) Noise is a barrier to effective communication.
(v) A rich vocabulary is a condition for effective communication.

2. Write a short note on any **one** of the following : 5

- (a) Advertisement writing
(b) Essay writing

3. How is an application different from a letter ? 5

OR

Write an advertisement to promote the use of solar energy in India.

Group - B

Answer any **four** of the following : $20 \times 4 = 80$

4. Define Listening. Discuss the principles of good listening.
5. Write a note on 'Writing' as a language skill.
6. Write an essay on any **one** of the following topics :
 - (a) Corruption
 - (b) Population
 - (c) Cleanliness
7. (a) Write an application to the Registrar of your university requesting him for the grant of scholarship to study abroad.
(b) Write a letter to your father describing the visit of the Hon'ble Chancellor to your college.
8. (a) You are an MBA degree holder from a recognized institution. Write a Resume to be sent to the CEO of Amazon seeking a job befitting your qualification.
(b) Expand the ideas contained in any **one** of the following is about **100** words.
 - (i) Penny wise pound foolish.
 - (ii) Honesty in the best policy.
 - (iii) Time is money.

- (a) Write down the **synonyms** of the following words : $1 \times 5 = 5$

- (i) Effective
- (ii) Relevant
- (iii) Proper
- (iv) Competent
- (v) Generous

- (b) Write down the **antonyms** of the following words : $1 \times 5 = 5$

- (i) Moral
- (ii) Mobile
- (iii) Agile
- (iv) Polyglot
- (v) Conservative

- (c) Make sentences with the following :

$2 \times 5 = 10$

- (i) Get through
- (ii) Call off
- (iii) Get down
- (iv) in tune with
- (v) in the guise of
