

8. (a) Write qualities of a good business letter 2
 (b) Write difference between formal and informal letter 2
 (c) Name different parts of a formal letter 2
9. Do as directed.
- (a) (i) Insert the following : same, each, no, none, few, any 5
 (ii) Is there petrol left in the fuel tank?
 (iii) There is water in the lake. It has dried up.
 (iv) They do not like other, but of them has ever let others know about it.
- (b) Supply the suitable tense : 7
 (i) When I (see) him he (sit) a sleep in a chair
 (ii) I suppose you (hear) the latest news.
 (iii) He (write) a letter now
 (iv) He already (write) two letters this morning
 (v) He (write) a lot of letters yesterday
 (vi) I (go) away last week.
- (c) Change the voice: 8
 (i) Poverty drove him to depression
 (ii) They took photography after the ceremony
 (iii) We must link into the matter
 (iv) They made my uncle a captain

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THIRD SEMESTER (REGULAR)
CEMENT/COMPUTER SCIENCE/ E.T.E./
INSTRUMENTATION/
SECOND SEMESTER (PTDC) CME
COMMUNICATION SKILL-II

*Time : Three Hours**Maximum Marks : 10*

Note : All questions are compulsory unless mentioned otherwise.

1. Answer any six of the following: 1
- What is meant by a flexible constitution?
 - Who declares state of emergency in the State?
 - Why do economic problems arise? 122
 - Give two examples of public sector undertakings.
 - What is production?
 - Why did Gandhiji suspend the Civil disobedience movement? or Why Gandhiji Suspended.
 - What is radio echo?
 - What is the basic objective of Apple?
2. Write short note on any two of the following:
- Sovereign Democratic Republic
 - Election of President
 - Mixed Economy

(2)

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(d) Departmental Undertakings

3. (a) Give one word 5
- (i) To send goods to another country
 - (ii) To put one's savings in a business enterprise
 - (iii) To work together in order to bring a result
 - (iv) To bring goods from a foreign country
 - (v) Wealth that produces more wealth
- (b) Fill in the blanks with appropriate form of the following words : 5
- defence, substitution, investment, prominence, finance
- (i) The recommendations of Pay Commission are likely to increase theburden on the Govt.
 - (ii) When a dog attacked me, I myself with stick
 - (iii) Foresight, intelligence and managerial skill can help an industrialist to acquireposition
 - (iv) The foreman is on leave, Mr. Malhotra has come as his
 - (v) He hasall his spare money in the business.

(3)

(vi) Find the words in the passage beginning with:

Can _____	Vice _____	4
Juris _____	Anglo _____	
Cin _____	Counter _____	
Inter _____	Re _____	

4. Write an essay on designing a Car 10
- or
- What is Laser, write different uses of laser.
5. Write a technical description on any one of the following : 8
- (i) Room Cooler (ii) Fire extinguisher
6. Write a letter of complaint to your local post master, mentioning that you are not getting regular supply of a magazine. 10
- or
- Write letter to the Manager, BHEL, Bhopal for calling quotation for the transformers.
7. Write an application for your promotion from Junior Engineer to Assistant Engineer to your Superior Officer. 10