



INSTRUCTIONS TO CANDIDATES

- 1) Candidate should ensure that all answer books including supplementary answers books received by them bear the signature of the junior supervisor, otherwise the answer books will not be examined.
- 2) Begin the answer to each question on a new page. For each answer, write the corresponding question number and sub question number if any in the respective column provided in the answer sheet.
- 3) Do not write anything in the column provided for the marks to be assigned by the examiners.
- 4) Candidate will not be permitted to leave the examination hall until an hour after the question papers are distributed.
- 5) Every candidate present must sign against their seat number on the attendance sheet provided by the junior supervisor.
- 6) Candidates are forbidden to (i) bring any book, notes. Scribbling papers, mobile telephones, programmable calculators, or any other similar devices.(ii) speak or communicate in any manner to any other candidate, while the examination is in progress, and (iii) take with them any answer-book written or blank while leaving the examination hall. The supervisors/authorized persons are authorized to check the students.
- 7) Candidate suspected to be guilty of any of the aforesaid acts will be allowed to write their paper only after giving an undertaking in writing that the decision of the College Examination Authorities in respect of the reported act of unfair means is binding on them.
- 8) Candidates should write their answers legibly. They are warned that **zero marks** will be assigned to **answers which cannot be assessed by the examiners owing to illegible handwriting**.
- 9) Write on both side of a page. Rough work, when necessary, should be done on the Left-hand side and in pencil only.
- 10) While underlining of answers for focusing attention is permitted, use of varied inks, except for illustration and figures must be avoided.
- 11) No sheet shall be torn from the answer-books provided nor shall additional papers attached to them.
- 12) The answer-books will be scrutinized before they are sent to examiners.
- 13) All answer-books supplied shall be returned whether written or blank.
- 14) Nothing shall be written on the question-paper.
- 15) If candidate needs anything, they should approach the Junior Supervisor without disturbing other candidates. However, they should not leave their seat on my account.
- 16) A warning bell will be given ten minutes before the close of the examination. Candidates will not be allowed to leave the examination hall during the last ten minutes. At the final bell, they must stop writing and be ready to hand over their answer-books to the Junior Supervisor. They should not leave their seats until answers-books from all candidates are collected by the Junior Supervisor.
- 17) A candidate who disobeys any instructions issued by the Senior/Junior Supervisor or who is guilty of rude or disobedient behavior is liable for disciplinary action to be taken against him/her by the College Examination Authorities.

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(Begin answer for each question on a new page)

Q2.

- I) A. Accumen
B. Circumspect
C. Eclectic

II)

Word	Foreign Root word	Origin
A. Abbreviate	-ab	Latin
B. Photosynthesis	-photo	Greek

III)

- A. Lab :- Back Formation
B. Stagflation :- Blending
C. ATM :- Acronym-Accronym

IV)

- A) The weather forecast says that rain is imminent.
B) Many people were hanged during the Salem Witch Trials.

Q3.

- I) B) All employees are requested to attend mandatory training sessions which is scheduled from 24th Nov to 27th Nov from 9 a.m to 6 p.m in the conference hall (2nd floor). It's a 3 days session.
- C) In the heart of the western hills lies the Paradise Palm Resort. Take a break from your busy schedules and daily chaos and refresh yourself at the Paradise Palm Resort. Do come to us for relaxation on your next holiday.

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Question
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(Begin answer for each question on a new page)

D) Thankyou for your timely payment. We have received your payment.

E) Our marketing strategies include social media, email marketing, events and content creation to increase brand awareness and drive sales.

I] A. Your contention that the information sent to you by us contained certain inaccuracies and errors has prompted us to reevaluate the information and we have corrected the errors and now we have made it accurate. Thankyou for reaching us.

B. The Aid Agency works to bring immediate assistance to people during natural disasters and conflict. We provide continued support and emergency relief and help them to rebuild a sustainable future.

C. The student selection process will be conducted on 14 September 2024. Selection criteria will be based on the processes created in accordance with legal requirements.

Q4

A) i) Correctness :- The message contained many spelling errors like assessment, forms, submit, etc.

ii) Clarity / Concreteness :- The message is not clear as the no information regarding meetings is given.

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(Begin answer for each question on a new page)

B) Dear Team,

This is to inform you that the performance reviews will be releasing on 7th December. Please do fill out the assessment forms & submit the same. Departmental meetings is also scheduled on 8th December in the conference hall (room no - 8).

Key Features of the meeting -

- i) • Discussions regarding plans & strategies for the next project.
- Review of the quarterly sales.
- Your attendance is valuable in the meeting so, please do attend it.

Thank You.

Mr. Shailesh Oberoi,
Director of Sales & Marketing

II] A. Indirect Approach

B. Direct Approach

C. Direct Approach

III] B) Dear Team,

This is to inform you that a mandatory review meeting has been scheduled on 24th Nov in the conference hall (2nd floor). All are requested to do attend the meeting.

Key Points of the meeting includes -

- Review of the quarterly sales.
- Plans & strategies for the upcoming project.
- Project team reveal.

The attendance for the meeting is mandatory as important points will be addressed.

Thank You.

Mr. Ethan Lee,
Director of Operations,
Tech Fab Inc.

Q5



PROGRESS - LEADING TO DESTROY NATURAL RESOURCES.

The meaning of 'Progress' means improvement, it makes living simple and easier for mankind but it ~~is also~~ but we also have to pay a price for it.

It is still a confusion that what is more important natural preservation or human benefit as we destroy the natural habitat, hills, forests, etc for the progress. So a benefit of human results in the loss of nature. The trends of progress destroys the nature and is beneficial to ~~the~~ man. This trend will even get more intense as in the growing world where man has chosen progress, and the environment destruction due to it is clearly visible. For eg., the construction of superhighways ~~is~~ is of great benefit and convenient for humans but it has affected the lives of the animals in that area, as the physical contact between both sides is restricted and they cannot cross the roads without the risk of being run over. So, the progress which ~~continues~~ is increasing day-by day will ~~be~~ lead to exhaustion of the natural resources and the earth would not sustain anymore, and one day the 'progress' which made things easy for us, would eventually lead to our destruction.

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