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ESE QUESTION

END SEMESTER EXAMINATION – 202

Semester : 2nd (New)

Subject Code : Hu-201

COMMUNICATION IN ENGLISH – II

Full Marks – 70

Time – Three hours

The figures in the margin indicate full marks for the questions.

PART – A

Marks – 25

1. Choose the correct answer : $1 \times 8 = 8$

- (i) Adjustment letter means a letter which is written for responding to a _____ letter. (order/complaint)
- (ii) The tone of a formal letter is _____. (serious/casual)
- (iii) A _____ letter provides details about the prices of specific goods, terms of payment and conditions of delivery. (complaint/quotation)

[Turn over

(iv) A _____ focuses personal particulars like date of birth, gender, religion, race, nationality, marital status and the like. (resume/bio-data)

(v) 'Resume' is a French word meaning _____.
(summary/documentation)

(vi) Facts in a memorandum are stated in _____ manner. (objective/subjective)

(vii) Annual report provides information regarding the activities of a company throughout the _____. (current year/preceding year)

(viii) Eye-contact is an example of _____ communication. (verbal/non-verbal)

2. Write whether the following statements are True or False : 1×9=9

(i) The mode of payment must be stated in business letters.

(ii) A cover letter cannot be the applicant's only document submitted to express interest in a job.

(iii) Retelling and summarizing are the same thing.

(iv) Memorandum is one of the chief means of effective internal communication.

(v) *As you sow, so shall you reap* means one must accept what is available in difficult circumstances.

(vi) Promptness is an important quality of a good report.

(vii) The word 'Enclosed' is suitable to inform about a file attached in an e-mail.

(viii) The word 'biscuit' in British English is 'cookie' in American English.

(ix) The word 'dustbin' in British English is 'garbage collector' in American English.

3. Fill in the blanks : 1×6=6

(i) The sentence that expresses the main point, or idea, of a paragraph is called a _____ sentence.

(ii) The ideas of a piece of writing are restated in the readers own words in a _____.

(iii) Reading comprehension is the act of _____ a piece of writing.

(iv) _____ is a universally spoken language of greetings.

(v) The word 'harbour' in British English is spoken as _____ in American English.

(vi) The word 'analyze' in American English is spelled as _____ in British English.

4. Select the correct option and rewrite the following sayings : 1×2=2

(i) Look before you _____.

(a) Leap

(b) Jump

(c) Run

(d) Act

(ii) A bad worker always blames his _____.

(a) Fate

(b) Tools

(c) Equipment

(d) Misfortune

PART - B

Marks - 45

5. Write a letter of order for office furniture to the Manager, Sales Division, Elegant Furnishing, 33, Darya Ganj, New Delhi. 4

6. (i) Draft a Cover letter to apply for the post of an office assistant in a business firm. 5

(ii) State with example one difference between a CV and a resume. 2

7. Summarize the following passage :

3

The character of good men is like that of trees. There is no use of a mortal body if it is not utilized for the benefit of mankind. Sandalwood, the more it is rubbed, the more scent does it yield. The men who are noble at heart do not lose these qualities even in losing their lives. Happen what may, those who tread the right path, do not set foot in any other. Life itself is unprofitable to a man who does not live for others. To live for the mere sake of living one's life, is to live the life of dogs or cows. Those who lay down their lives for the good of others will assuredly dwell for ever in a world of bliss.

8. Read the passage carefully :

Children should learn to be honest, sincere and open-hearted to their parents. If you have done wrong, you should openly confess it and ask that forgiveness which a parent's heart is ready to bestow. If you wish to undertake anything, ask their consent. Never begin anything in the hope that you can conceal your design. If you once try to cheat your parents, you will be led on, from one step to another, to invent falsehoods, to practice

artifice, till you will become contemptible and hateful. Of children, he is the worst who watches the eyes of his parents, pretends to obey as long as they see him, but as soon as they have turned away, does what they have forbidden.

On the basis of your reading the above passage, answer the following questions :

- (i) What should be the conduct of children to their parents ? 2
- (ii) What happens to a child who cheats his parents ? 1
- (iii) Find the word in the passage which means 'false appearance'. 1
9. (i) Write a short paragraph on 'Summer' using transitional words. 4
- (ii) Amplify the idea : A stitch in time saves nine. 5
- (iii) Write a short report on 'Charity Animal Care Home', an organization which works for the welfare of animals by preventing cruelty to them. Use the points given below :
- ... injured dogs and cats — abandoned pets — very old animals — all very well cared — well-equipped medical room — veterinary surgeon — green surroundings. 3

10. You have come across an advertisement for some new range of home furnishing items and you are interested in purchasing some of them. Write an e-mail asking the price list and details of delivery. 4
11. (i) Mention three negative body languages to be avoided in an interview. 3
- (ii) Mention two points on the language and style of a memorandum. 2
12. (i) State whether the spelling of the underlined word is in British or American English : 2
- (a) Can I have a litre of milk, please ?
- (b) She went from acting in the theater to working in films.
- (ii) Write the American English counterparts for the following words : 4
- (a) Flat
- (b) Mobile phone
- (c) Wardrobe
- (d) Chips.