

2009

ENGLISH LANGUAGE & COMMUNICATION

Time Allotted : 3 Hours

Full Marks : 70

*The figures in the margin indicate full marks.
Candidates are required to give their answers in their own words
as far as practicable.*

GROUP – A

(Multiple Choice Type Questions)

1. Choose the correct alternatives for the following : 10X1 = 10

i) What time in the morning ?

- a) are you getting up b) do you usually get up
c) does you get up d) none of these.

ii) There's a good film on T.V. tonight.

- a) I watch it b) I like watching it
c) I'm going to watch it d) none of these.

iii) is the capital of India ?

- a) Which b) Who
c) When d) What.

iv) I went to supermarket some coffee.

- a) buying b) buy
c) to buy d) for buying.

v) Kate and I don't see very often.

- a) themselves
b) us
c) ourselves

- d) each other.
- vi) It has been raining yesterday.
- a) since b) from
c) till d) before.
- vii) The work is his capacity.
- a) above b) beyond
c) under d) below.
- viii) Two and two for.
- a) makes b) made
c) make d) would make.
- ix) Akbar was the of the Moghuls.
- a) great
b) greater
c) greatest
d) most great.
- x) She to Delhi yesterday.
- a) has gone b) go
c) had gone d) going.

GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following.

3X5 = 15

2. How communication helps business ?
3. What are the basic elements of communication process ?
4. Define communication and discuss the various types of communication.
5. What is meant by Non-verbal communication ?

6. Describe the role of communication in business.

GROUP – C

(Long Answer Type Questions)

Answer any *three* of the following.

3X15 = 45

7. Read the following passage and answer the questions that follow :

Long years ago we made a tryst with destiny, and now the time comes when we shall redeem our pledge, not wholly or in full measure, but very substantially. At the stroke of the midnight hour, when the world sleeps, India will awake to life and freedom. A moment comes but rarely in history, when we step out from the old to the new, when an age ends, and when the soul of a nation, long suppressed, finds utterance, It is fitting that at this solemn moment we take the pledge of dedication to the service of India and her people and to the still larger cause of humanity.

At the dawn of history India started on her unending quest, and trackless centuries are filled with her striving and the grandeur of her success and her failures. Through good and ill-fortune alike she has never lost sight of that quest or forgotten the ideals which gave her strength. We end today a period of ill-fortune and India discovers herself again. The achievement we celebrate today is but a step, an opening of opportunity, to the greater triumphs and achievements that await us. Are we brave enough and wise enough to grasp this opportunity and accept the challenge of the future ?

Freedom and power bring responsibility. That responsibility rests upon this assembly, a sovereign body representing the sovereign power of India. Before the birth of freedom we have endured all the pains of labour and our hearts are heavy with the memory of this sorrow. Some of those pains continue even now. Nevertheless the past is over and it is the future that beckons to us now. That future is not one of ease or resting but of incessant striving so that we may fulfil the pledges we have so often taken and the one we shall take today. The service of India means the service of the millions who suffer. It means ambition of the greatest man of our generation has been to wipe every tear from every eye. That may be beyond us, but as long as there are tears and suffering, so long our work will not be over.

a) Express in your own words for any *seven* of the following :

7X1

i) we made a tryst with destiny

- ii) at the stroke of the midnight hour
 - iii) when the world sleeps
 - iv) when we step out from the old to the new
 - v) we take the pledge of dedication
 - vi) at the dawn of history
 - vii) India discovers herself again
 - viii) with the memory of sorrow.
- b) In what does the “service of India” consist, according to the author ? 2
- c) What are the ideals which India has never forgotten ? 2
- d) Mention some of the responsibilities of freedom and power. 2
- e) Quote the line that has a direct reference to Mahatma Gandhi. 2
8. Write a letter to the local nursing home applying for the post of ‘Administrative Officer’. Attach a CV with your experience. 15
9. Write an essay on any *one* of the following topics : 15
- a) Drug addiction
 - b) Pleasure of reading.
10. What is communication ? Describe the different models and process of communication with diagram. 15
11. Define report. What are the different types of report ? Describe the different characteristics of report writing. 15

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