

Communication Skills-II

Time : 2:30 hrs

M.M. : 50

Note : Attempt all questions.

1. Use correct form of verb as mentioned against the following sentences: [8]
 - (a) Every day she (go) to school on foot. (Present indefinite)
 - (b) You (send) me money for four months. (Present perfect continuous)
 - (c) He (take) all the sweets yesterday. (Past indefinite)
 - (d) We (buy) a house in Delhi. (Present perfect)
 - (e) She (sleep) in her room. (Future continuous)
 - (f) Boys (play) in the ground. (Past continuous)
 - (g) Water (boil) at 100°C (Present indefinite)
 - (h) I (finish) my project work. (Future continuous)
2. Make question for the following sentences : [8]
 - (a) Amit is my best friend.
 - (b) Sandeep was feeling sleepy.
 - (c) My boss praising his typist.
 - (d) Shubhang is always with me.
 - (e) She has deposited on thousand rupee in bank.
 - (f) Ravi has found his purse.
 - (g) They enjoyed their stay at Haridwar.
 - (h) Anita failed in english.
3. Fill appropriate conjunctions in the blanks : [6]
 - (a) You will never know he got success.
 - (b) I shall go there you want or not.
 - (c) Take care you should fall.
 - (d) He is a very punctual person I know him.
 - (e) Sukam did not study properly, he failed.
 - (f) Doctor will come today tomorrow.
4. Fill prepositions in the given blanks : [4]
 - (a) My brother is coming 20th June.
 - (b) My car is repair.
 - (c) Sushma is selling Meera and Geeta.
 - (d) The cat sprang the table.

5. Write the synonyms of the following : [2]
(a) actual (b) banish
6. Write the antonyms of the following : [2]
(a) credit (b) close
7. Read the following passage carefully and answer the question that follow it. [4]
8. You are Ritesh Sharma, 39-B Pallavpuram, Meerut. You bought a new Washing Machine from 'Ram Electronics', 56, main market Begum Pul, Meerut. Now, machine is creating unbearable sound and alarm is not working. Write a complaint letter to the dealer.

Or

You are the tour Incharge of the Vishu Public School, Agra. During the autumn break, you are planning to organize a tour to a place of historical importance. Write an enquiry letter to the Indian Tours and Travel Agency to enquire about the charges, facilities and other necessary details.

[8]

9. You are Mr. Ashwani Junior Engineer in Agriculture Department. Recently a meeting was held in your department regarding the betterment of agricultural land in Daurala. You are asked to prepare **minutes** of meeting.

Or

Write a **circular** for the employees of your organization 'Meenakshi Agro Products' Shaheed Park, Noida to inform them regarding an evening party given by the management to honour the staff.

[8]

Q.No.7 Read the passage carefully and answer the following questions :

How can you best improve your English depends on where you live, and particularly on, whether or not you live in an English speaking community. If you hear English spoken every day and mix freely with English speaking people, that is, on the whole, an advantage. On the other hand, it is often confusing to have the whole language poured over you at once. Ideally, a step-by-step course should accompany or lead up to this experience. It will also help a great deal if you can easily get the sort of English books in which you are interested.

To read a lot is essential. It is stupid not to venture outside the examination 'set books' or the textbooks you have chosen for intensive study. Read as many books in English as you can, not as a study but for pleasure. Do not choose the most difficult books you find with the idea of listing and learning as many new words as possible. Choose what is likely to interest you and be sure in advance that it is not too hard. You should not have to be constantly looking up new words in the dictionary, for that deadens interest and checks real learning. Look up a word here and there but as a general policy try to push ahead, guessing what words mean from the context. It is extensive and not intensive reading that normally helps you to get interested in extra reading and thereby improve your English. You should enjoy the feeling which extensive reading gives of having some command of the language. As you read, you will become more and more familiar with words and sentence patterns you already know; understanding them better and better as you meet them in more and more contexts, some of which may differ only slightly from others.

Answer the following questions briefly :

1. When can you learn English faster?
2. What does the author recommend in learning English?
3. What does the author recommend for improving English?
4. How can reading help us to learn English?
5. Learning and improving English depend on which factors?
6. What is essential to learn English?
7. What precaution should you take while choosing a book to read?
8. Which type of reading can help you?