

Communication Skill in English (HUM-102-F)

Note : Attempt five questions taking at least one from each unit.

Unit-I

Q. 1. (a) Name the part of the sentence in which you find an error & rewrite the sentence with the error rectified. Do any ten. **10**

- (i) God is helping those who help themselves.
A B C
- (ii) There is a few coffee in this cup.
A B C
- (iii) Much of the flowers are dead.
A B C
- (iv) Krishna has less friends than I.
A B C
- (v) I will give you any more books to read.
A B C
- (vi) She has arrived yesterday.
A B C
- (vii) She did not yet ask me for help.
A B C
- (viii) He has not seen her since she has left the office.
A B C
- (ix) He will ring me up as soon as he will arrive.
A B C
- (x) He is having three vehicles.
A B C
- (xi) Why I can't dance with her., (xii) What the people are asking for ?
A B C A B C

- Ans. (i)** God helps those who help themselves.
(ii) There is a little coffee in this cup.
(iii) Many flowers are dead.
(iv) Krishna less friends than me.
(v) I will give you many more books to read.
(vi) She arrived yesterday.
(vii) She did not ask me for help.
(viii) He has not seen her since she left the office.

- (ix) He will ring me up as soon as he arrives.
- (x) He has three vehicles.
- (xi) Why can't I dance with her ?
- (xii) What are the people asking for ?

Q. 1. (b) Correct any ten of the following sentences :

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- (i) There is no place for you in this compartment**
- (ii) The rich should help the poors**
- (iii) Please wait for a minute**
- (iv) Is this seat empty ?**
- (v) I met an accident yesterday.**
- (vi) They had won the match , did'nt they ?**
- (vii) Unless you do not eat well, you cannot recover.**
- (viii) Everybody, but his parents were present**
- (ix) She was not at the home**
- (x) The man is a creation of God.**
- (xi) Democracy lives in union of India.**
- (xii) Is your son not in navy ?**

Ans. (i) There is **no room** for you in this compartment.

- (ii)** The rich should help **the poor**.
- (iii)** Please wait a minute.
- (iv)** Is this seat vacant ?
- (v)** I met with an accident yesterday.
- (vi)** They had won the match, hadn't they ?
- (vii)** Unless you eat well, you can't recover.
- (viii)** Everybody except his parents were present.
- (xi)** She was not at home.
- (x)** Man is a creation of God.
- (xi)** Democracy lives in the union of India.
- (xii)** Is your son not in the Navy ?

UNIT-II

Q. 2. (a) Use any five of the following in sentences of your own :

Beck & call, By hook or crook, Head over heels, from hand to mouth , take after, bed of thorns, a narrow escape , Pillar to post.

- Ans. (i) Beck and Call :** You cannot expect me to be at your beck & call everything.
- (ii) By Hook or Crook :** I would like to achieve success by hook or crook.
- (iii) Head over Heels :** She has head over heels in love with him.
- (iv) From Hand to Mouth :** He is living from hand to mouth.
- (v) Take After :** She takes after her mother.

(vi) **Bed of Thorns** : Life is a bed of thorns for the poor.

(vii) He had a narrow escape from death.

(viii) She is wandering from pillar to post in search of job.

Q. 2. (b) Make nouns from the following verbs & use any five in sentences of your own : 10

rise, think, sing, abide, see, live, loose prove.

Ans. (i) Rise - Riser - My father is an early riser.

(ii) **Think** - Thought - I always go through the thought of the day in the newspaper.

(iii) **Sing** - Singers - As a singer, he is earning well.

(iv) **Abide** - Abode - He has left for heavenly abode.

(v) **See** - Sight - My eye sight is weak.

(vi) **Live** - Life-Life is a bed of roses for the rich.

(vii) **Loose** - Loss - He suffered a heavy loss in the business.

(viii) **Prove** - Proof- Their clothing was proof against the bitter weather.

Q. 3. (a) From suffixes of the following words & make changes in the spellings if needed : 10

teach, ecology, rule, report, supervise, translate science, auction, invent, conduct.

Ans. Teach - teacher, ecology-ecological

Rule - ruler, report - reporter

Supervise - supervisor , translate - translator

Science - scientist, Auction-Auctioneer

Invent - invention, conduct - conduction.

Q. 3. (b) Make sentences with any five of the following pairs of words : 10

Ability-Capacity, Allow-permit, Reply-answer, Beside-Besides, Deny-Refuse, Famous- Renowned, Haste-Hurry, Hire-Rent, Idle-lazy, Long-lengthy.

Ans. Ability : He has the ability to solve complex technical problems.

Capacity : The room was filled to capacity.

Allow : Passengers are not allowed to smoke.

Permit: Dogs are not permitted in the hotel.

Reply : I replied with a short note.

Answer : He did n't answer to my question.

Beside : He is sitting beside me.

Besides : Besides pencils I have pens too.

Deny : Many women were denied the opportunity of having a career.

Refuse : He refused me to give the book.

Famous : He became rich & famous overnight.

Renowned : She is a renowned artist for her acting.

Haste : Hasten gently.

Hurry : Hurry up , we are already getting late.

Hire : I hired a taxi.

Rent : Pay the rent monthly.

Idle : He is an idle student.

Lazy : Don't be so lazy, otherwise you won't be able to catch up with other students.

Long : Long live India.

Lengthy : I am fed up with length process of acquiring an entry visa.

UNIT-HI

Q. 4. (a) Transcribe any ten of the following words :

way, turn, police, pain, biggest, basket, allow, baggage, bank, chalk, come, mouth.

Ans. Way - wei	turn - t ʒ : n ,	Police - p ə 1:5
Pain - peɪn,	biggest - bigəst,	basket - bɑ:skɪt
Allow - əlau,	Beggage - bæɡɪdz,	Bank - bæŋk
Chalk - tʃ ɔ:k,	Came - k ʌ m,	Mouth - mau

Q. 4. (b) Write either in favour or against any one of the topic :

(i) Television - Boon or Bane,

(ii) Female foeticide

(iii) Children are over-burdened with H.W.

Ans. Children are over-burdened with H.W.: The relation between teacher & student is thought be pious since ages in the temple of knowledge. But slowly and steadily or with the passage of time things have changed. In the olden times the teacher teaches a student by means of verbal instructions especially up to middle standard. It would hardly make any difference to give home work. Besides it, the previous record encourages them to do something spectacular in order to inspire students and the teachers used to tell and clarify the doubts of students orally. The teacher used to take pains for himself and for the students. One more thing, whatever the teacher taught in the class the next the same was interrogated with students: But now the things are poles apart. The teacher especially the school teacher shifts his liability on student by loading them with excess home work. The students are asked to buy unnecessary help books and instructed to attend coaching classes. The modern student looks a beast of burden. The excessive load of work has robbed the student's freedom and childhood. Really, the temple of education has turned to torture chamber. It is nothing but a hypocrisy on the part of govt to provide mid-day meal and lighten the curriculum at school level.

Q. 5. (a) Transcribe the weak forms in the following expressions :

10

Five rupees a kilo, I want an old umbrella, What does he want, I can do it, we can leave at once, we were sleeping , I have never met him , there is a lot to eat, there's a lot eat, catch him watch them.

Ans. Five rupees ə kɪlə, **I want** ən əld ʌ mbrelə, **what does he want,** I kən dʊ ɪt, **we kən leave** ət ət, **we wəz** sli:pɪŋ, **I ʌv** nəvə mɛt hɪm əə ɪz ə lɒt tə eɪt, **then's** ə lɒt tə eɪt, **catch him** wɒtʃ hɪm.

Q. 5. (b) Write a speech on any one of the topics :

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(i) Fashion among students

(ii) India after fifty years

(iii) Pollution

Ans. Pollution : Now a days the world is facing challenges. But pollution is main concern on this unique planet; and it is spreading like a cancer in every nook & corner of the world. Among the causes are the growing urbanization, industrialization, complex polymerization, improper sanitation both in urban & rural area and burning of fuels at a very large scale. Really, it is a world-wide-phenomenon oxygen is reducing day by day & carbon monoxide and carbon dioxide is increasing. The increased carbon dioxide has warmed the global atmosphere which has threatened to submerge the coastal area. It means man is on the verge of loss of existence

and leading a bonus life. Besides it, it is the tendency of human instinct to acquire the temporary gain & he never takes pains for the result to be faced in the forthcoming days. So it proves the fact that the existence of humanity in writ of destiny. Even the talented scientists, social reformers, philosopher doing futile exercise regarding the solution pollution's problem. Everbody is totally failed to find exact solution of this concrete problem. All members of meterological department seem to be paralysed and dismantaled. The waste from industries has polluted ground water and our water reservoirs. Which amounts to potable water. The smoke from factories and vehicles is going to contract the lungs and destroyed the ecological things. So the need of the hour to plant more and more trees and to use renewable sources of energy and to adopt pollution free technology in the industries other we will find ourselves in the pool of despair.

UNIT-IV

Q. 6. (a) Recently you have seen a movie which you liked.

Give **brief description of it to your friend in the form of a dialogue.**

Ans. Lagc Raho Munna Bhai: Highly entertaining **Lege Raho Munna Bhai** is highly message oriented film done in p'ay was style.

Gandhian though and approach, which same 70 years back was a highly sought other ideal, was dumped during the last 30 years.

Now a days Gandhi is nothing but history-an object for inset in a calender or a picture frame to be displayed in all the government departments or a subject for academic trivia. Gandhism was lost to all of us; till Munna Bhai on screen practiced Gandhigiri in every day life.

Munna Bhai (Sanjay Dutt): Presence of Gandhiji honors and thinks about suggestions and solution to various problems.

Father : You have suffered a heavy loss in the stock market.

Munna Bhai: Did n't move his head due to shame and failure in every field.

Father : Get away my son and I don't want to see your ugly face.

Munna Bhai: 1 have made up my mide to do hard work and will establish my dominance in the society.

Love and compassion work better than display of anger Anctics of Sanjay Dutt and Arshad Warsi and Vidya Balan in solving and dealing with day to day problems revives our faith in Gandhian approach.

Q. 6. (b) Write a passage of about 200 words on the topic :

"Our Education system needs a complete change ".

10

Ans. Our Education System Needs a Complete Change : It has been rightly said that change is a progress and even the nature believes in change. This fact can't be denying that with passage of time everything changes. But it is an irony of fate that our education system is still following the old pattern. Now it is not beneficial rather it is faulty. First, at the time of admission parents can be seen wandering from pillar to post to get the admission for their children. Secondly, it encourages students for cramming and the worst is our faulty examination system. It don't check the real knowledge of our students. To me, the main aim of an indian education system to acquire the certificates and just to acquire the certificates from here and there doesn't has any guarantee to possess the knowledge. Even the masterates are wandering from pillar to post in search of jobs. It seems that schools and colleges have turned to places for resting and to pars the time at concession rates for students. These places are no better than rendezvous.

So, the Academician should come forward to suggest government to launch some job oriented courses to establish the student. Besides it, the students at non-technical colleges should be provided some technical training to make them suitable for industrial purposes. The important thing regarding our examination is that it

should ask generalised questions not textual as it would inculcate the habit of consulting reference books in the library. The teachers must be given refresher courses time to time and audio and visual aid must be provided to uplift the teaching skills.

Q. 7. (a) Write a paragraph in about 250 words using the clues given below : 10

TITLE - Importance of computers.

(i) Introduction ,

(ii) Benefits of computer

(iii) Harmful effects of computer,

(iv) Conclusion.

Ans. The Importance of Computers : Computer is a well known term for every one now a days. But in the decade of early fifties it was rarely known by anyone. It was invented by an American scientist and used for minor calculations and simple operations. But once again, **Bill Gates**, the renowned richest person in the world revolutionised the world with the frequent applications of the computer. It is nothing but a common operating machine.

In the present scenario computer is an anchor sheet in every walk of life. There is no end to its network. It has shrunk the world. In the olden times the calculations which were beyond the reach of scientists and mathematicians are now within the reach of an ordinary person with the applications of computer. The specified softwares have enhanced the mental level and individualism of a man. All the systems have been computerised. Even the forces, libraries, post offices, banks have been computerised to get the result at the earliest. It seems that it has become the part and parcel of our life.

The rations emitted by computer/monitor tells upon health. The virus can dismember the entire network in no time. The internet sites have corrupted the young generations.

In the end we can say that every coin has its two sides. If the computer is used wittily and wisely, really, it is a boon, without the applications of computer life will be paralysed.

Q. 7. (b) Write a brief passage on the statement "Make love not war". 10

Ans. It has been rightly said love and war are the necessary evils. Both have got their own significance. Love is a human instinct and a man is a barbarous, uncivilised without love. On the other hand war means completely destruction. It is the religion of religion to live in peace and harmony. This is real **Dharma** (religion). This is main gist and teachings of all the saints and religion and scripture. The element of cruelty leads to the war while mercy is the symbol of love. Even in the science of spirituality war does not stand anywhere where love is the main thing. The platonic love makes the pavement towards white star

It is love that realises the enlightenment. With the intentions of war man will open the gate of hell and love is the source to get our free the bondage of rebirth. It has got special significance in the heavenly abode so love and let love.

UNIT-V

Q. 8. (a) Write a letter to a business firm ordering equipment for the science laboratory of your college.

Ans.

Hindu College of Engineering
Industrial Area Sonipat
Pin : 131001

Our Reference No. : GY/P-206/D Rs/-27-I 1-08

Your Reference No. : Fale/S-/S30/Rs-22-I 1-08

Dated : 28 November, 2008
The Sales Manager
Falcon Industries
Gurgaon

Dear Sir

Subject: Order for Lab equipments

It is to bring to your notice that we placed the order for physics lab instruments. It is requested that the below mentioned items should be delivered at the earliest.

S.No.	Name of Items	Quantity	Cost
1	Screw gauge	25	$25 \times 25 = 625$ Rs.
2	Spherometer	30	$30 \times 20 = 600$ Rs.
3	Spectrometer	20	$20 \times 100 = 2000$ Rs.
4	Vernier Calipers	20	$20 \times 50 = 1000$ Rs.

Yours' Sincerely
M.L. Rana
Purchase Manager

Tel No. 0130-2232756

FaxN. 130-2232751

E-mail: HCE@rediffmail.com

Q. 8. (b) Write the structure & format of writing an E- mail.

10

Ans.

From : nadem : top@querk.prod.in

Date: 25-9-2006 15.04:38

To: ajay@ajaysaxena.com

Subject:.....

Main Body

See you soon
Nadem

Q. 9. (a) Write a press report on the 'drama festival' just held in your college.

10

Ans. Drama Festival 2008 : Drama festival 2008 was held in the campus from January 3rd to 5th with great fanfare. About 15 colleges took part in it and meet the press programmes.

The trophy for the best college went to the host Hindu College of Engineering Sonipat. The principal congratulated all the participants on their success.

The function was rounded off in the evening of 18 December with Sonu Nigam and Shekhar Suman on the stage.

Naresh Kumar

Co-ordinator
Cultural Activities

Q. 9. (b) Write the format of an 'investigative report'. Discuss its elements briefly.

Ans. Investigative Report: An interpretative report when it is based on enquiry and investigation say for example a report of a labour strike & lockout is called investigative report.

Formation of Committee : Committee is constituted by the M.D. or CEO of the company. The general format is given below

ABC Pvt Ltd.
07 Safderjung Enclave New Delhi - 11000 1
Dated 10 December, 2006

The following committee has been formed to look into the causes of labour strike and subsequent lockout of our Mathura Branch on 8th December, 2006. The committee has to submit the report along with recommendations for remedial measures to be take within seven days.

Members of the committee

- (1) R. K. Mahajan
(Personal manager)
- (2) AS Sehrawat
(Works Manager)
- Suresh Bajaj
C. E. O.

An investigative report has three sections :

- (i) Front Matter (ii) Main Body (iii) Back Matter

Front Matter : It has the following features :

(i) Cover Page : It contains only the title of this report.

(ii) Front Piece : Logo on the cover page.

(iii) Title page

(iv) Forwarding Letter : In forms the concerned authority.

(v) Abstract/Summary : A brief summary of the report.

Main Body : It has five sections :

- (i) Introduction
- (ii) Methodology
- (iii) Findings
- (iv) Conclusions
- (v) Recommendations

Back Matter:

(i) Appendix : Discussed on the Next Page.

(ii) References : It acknowledges the sources which have been quoted in the report.

(iii) Glossary : Explain the technical/typical words used in the report.

(iv) Index : For quick access to minor facts/persons referred to in the report.