

Second Semester Examination,  
**Communication Skills in English (HUM-102-F)**

**Note :** Attempt any five questions, taking at least one question from each unit.

## Unit-I

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

- (i) The Water generates power  
A B C
- (ii) The project is being set up by Australians  
A B C
- (iii) Sun is setting  
A B C
- (iv) Don't you think that this flower is prettier of the two  
A B C
- (v) The servant told me on my face that I was a miser  
A B C
- (vi) Uncle is junior than my father  
A B C
- (vii) One of his fingers are stiff  
A B C
- (viii) The truth is known to you and I  
A B C
- (ix) I and Karuna want to play  
A B C
- (x) One must not neglect his duty  
A B C
- (xi) He does not know to solve this problem  
A B C
- (xii) I hate to tell lies  
A B C

Ans. (i) (A) Water generator power.

(ii) (C) This project is being set up by **the** Australians.

(iii) (A) **The** sun is setting.

(iv) (C) Don't you think that this flower is prettier one of the two.

(v) (B) The servant told me **to** my face that I was a miser.

(vi) (B) Uncle is junior **to** my father.

(vii) (B) One of his fingers **is** stiff.

(viii) (C) The truth is known to you and **me**.

- (ix) (A) Karuna and I want to play.
- (x) (C) One must not neglect **one's** duty.
- (xi) (B) He does not know **how** to solve this problem.
- (xii) (B) I hate telling lies.

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

**10**

- (i) No body is dying from malaria these days.
- (ii) Band-aid was invent in New-Jersey.
- (iii) AH life on earth can is traced back.
- (iv) This book is a useful add to our library.
- (v) We are in a trouble.
- (vi) Let us discuss about the matter.
- (vii) The majority of the boys is against your proposal.
- (viii) Either those boys or my son have broken this window.
- (ix) There was a great noise in the classroom.
- (x) He is superior me.
- (xi) No sooner he left his house, it began to rain.

**Ans. (i)** Nobody is dying of malaria these days.

(ii) Band-aid was **invented** in New-Jersey.

(iii) All life on the earth can **be** traced back.

(iv) This book is a useful **addition** to our library.

(v) We are in trouble.

(vi) Let us discuss the matter.

(vii) The majority of the boys are against your proposal.

(viii) Either those boys or my son has broken this window.

(ix) There was a lot of noise in the classroom.

(x) He is superior to me.

(xi) So sooner did he leave his house than it began to **rain**.

## **Unit-II**

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

**10**

**wear and tear, on one's guard, well to do, look after, wind up, add fuel to fire, get rid of, in a nutshell.**

**Ans. (i) Wear and tear :** The machine became useless through wear and tear.

(ii) **On one's guard :** We should be on our guard in this crime prone area.

(iii) **Well to do :** He belongs to a well to do family. He can afford a new car.

(iv) **Look after :** The parents look after their children.

(v) **Wind up :** They wound up business after suffering loss.

(vi) **Add fuel to fire :** Pakistan's refusal to recognize the terrorists has added fuel to fire after Bombay attacks.

(vii) **Get rid of:** I have got rid of my old car.

(viii) **In a nutshell :** Don't give detach. Tell me the story in a nut shell.

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

**choose, speak, believe, admit, attract, compete, judge, know.**

**Ans. Choose-choice :** 1 buy clothes of my choice.

**Speak-speech :** He made a good speech.

**Believe-belief :** We should be firm in our belief.

**Admit-admission :** Get admission to a club.

**Attract-attraction :** My attraction to beauty is natural.

**Complete-completion :** Ensure completion of work on time.

**Judge-judgement :** The court gave a judgement.

**Know-knowledge :** He has good knowledge of maths.

**Q. 3. (a) Form suffixes of the following words and make changes in the spellings if needed. 10**

**Biology, history, revolution, finance, environment, grow, king, know, brother, kind.**

**Ans.** Biologist, historian, revolutionary, financial, environmental, growing, kingship, knowledge, brotherly kindness.

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

**ancient-old, power-force, cause-reason, speak-say, shadow-shade, urban-urbane, value-price, custom-habit, behaviour-conduct, house-home.**

**Ans. Ancient:** The Qutub is an ancient building.

**Old :** My grandfather is an old man.

**Power :** The PM has the power to run the government.

**Force :** The engine has great force.

**Cause :** Polluted water is the cause of the illness.

**Reason :** What is the reason of your coming late?

**Speak :** Please speak the truth.

**Say :** Say whatever you want to.

**Shadow :** The tree casts a long shadow.

**Shade :** He built a shade over the garage.

**Urban :** I prefer urban area to the country side.

**Urbane :** He is a goodman and has urbane temperament.

**Value :** Forgiveness is a human value.

**Price :** I paid Rs. 1000/- as the price of this watch.

**Custom :** We must follow the customs of our society.

**Habit:** Gambling is a bad habit.

**Behaviour :** He is a bad man. His behaviour is objectionable.

**Conduct:** His conduct has been good throughout.

**House :** He built a house last year.

**Home :** The footpath is the home of the beggar.

### **Unit-III**

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

**10**

**doubt, voice, last, dust, hasten, group, ink, careless, enough, cream, chief, half.**

<b>Ans.</b> doubt	dʌzst	Careless	keələs
voice	vɔɪs	enough	ɪnʌf
last	lɑːst	cream	kri:m
dust	dʌst	chief	tʃi:f
hasten	heɪsn	half	ha:f
group	gru:p		
ink	ɪnk		

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

**(i) Importance of sports      (ii) Impact of computer on our lives**

**(iii) Should there be a dress code in colleges?**

**Ans. (i) Importance of Sports :** Sports are essential for physical fitness. Over the ages they have been diversified and every part of the body gets exercised in sports. Not only human beings even animals play games. But sports involve competition when victory or defeat matter in a competition, sports become games. There is constant activity in nature. If anything remains inactive, it is destroyed. Man is an animal that must be engaged in action. Hence besides normal daily life work, he must also ensure adequate exercise and sports allow it. In addition to giving physical and mental fitness, sports also have another advantage. They inculcate a spirit of competition. Usually people find it difficult to accept defeat. But sports teach the participants to take both victory and defeat with equanimity. They develop a mental attitude of fighting real life problems with the same spirit. It is called sportsman spirit. Such persons can face ups and downs of life boldly and overcome problems.

**(ii) Impact of Computer on our Life:** A civilized man has so much to do and finds time always short. It is numerous inventions have helped him in his quest for doing as much work as is possible in the shortest time. Computer is one such invention. Its diversity of application helps man do anything with the aid of computer. No aspect of human life is untouched by computer. It has become an integral part of formal education from the lowest stands to the highest. It is so adaptable to every need of life. This flexibility makes it all the more desired.

It is a modern invention that is so highly developed that hardly anyone can claim complete mastery over it. In education for computing, in living room for games and entertainment, in hospitals for deciding precise steps in surgery or the exact amount of medicine, in business, in personal life for live chat and communication. We find computer extremely helpful. Human life has become totally dependent on computer. Hours are spent at it. It has invaded our bedrooms and sports grounds. It has affected our reading habits. Clearly if it has advantages, it has also disadvantages. But we cannot blame it. It is the person that uses it is to blame. But computer has left an undeliable impact on our life.

**(iii) Should there be a Dress Code in Colleges ? :** Human life is very complex. If on the one hand man is a working machine, on the other hand he is a living being that needs relaxation and entertainment. Discipline and a prescribed dress limit his freedom and he feels bound to behave in a way expected of him by those who prescribe dress code on fix norms of discipline. Upto school level most institutions prescribe uniform. But in college the students suddenly find themselves grown up. Their interests multiply and are diversify. They want to explore areas beyond what were circumscribed by the school setup. The long list of do's and don'ts is no longer valid. The interest also makes them explore the male-female relationship. Their emotional set up urges them to show off to attract the opposite sex. A new world opens before them that does not take restriction of a dress code.

But the professional aspect of life presents the other aspect. A formal dress, a tailor made social behaviour, alertness, efficiency in work, submission to authorities directions require curbing of personal liberty. Hence MBA colleges strictly apply a dress code. Using a tie in a stifling humid weather is very inconvenient. But business requires one to be formal. Hence the dress code disciplines the students. By the time they go in for MBA they have left behind the adolescence and are ready to face the serious business of

learning skills of earning a livelihood. They don't resent the dress code. Hence it is clear that upto graduation level, there is no need of a dress code but in post graduate classes it sometimes becomes necessary.

**Q. 5. (a) Transcribe the weak forms in the following expressions :** **10**

**do you like him? Tell them if you should see them, curry and rice, the same for all, from time to time, she can't, they won't, the one that you cannot see, you didn't, as old as I am.**

**Ans.** /də/ /JU/ like/Lm/?Tell/əəm/ɪf/JU/ʃəd/see/əəm/curry/ənd/rice/də/same/fəx/all,/frəm/time/tə/time,  
/ɪ/ /nt/they /nt/ /əə/one/əət/Ju/Kən/, /JU/ /nt/,əz/, əz

**Q. 5. (b) Write a speech on any one topic :** **10**

**(i) Global warming      (ii) Effect of nuclear war**

**(iii) "Over population is the root cause of many problems."**

**Ans. (i) Global Warming :** Global warming has shaken humanity out of their wits population explosion has started taking its toll. Glaciers are melting flooding the oceans and raising their temperature. Rivers like the holy gangas are threatened as at this speed there won't be any ice to feed it. The weather pattern around the earth is changing fast. Indiscriminate floating the rules of nature and over exploitation of her resources have taken their toll. Air, water and noise pollution have crossed all limits. The protective ozone layer has been damaged leaving holes extending to millions of kilometers. The ultraviolet rays affect the earth, everything animate or inanimate suffers. Million of petro energy based vehicles emit millions of tons of carbon. The atmosphere around the earth is choking. Cutting down if jungles for human inhabitation has seriously upset the fine ecological balance. Factories discharge acidic water and many coal leased factories add to the air pollution adding to the sun ray blocking clouds. Everything on the earth is affected human beings are the culprits. The entire life is threatened. It is essential that urgent steps are taken to stop further damage as otherwise it may be too late.

**(ii) Effect of Nuclear War :** Nuclear explosion are the biggest threat to mother earth. Their destructive potentiality was demonstrated when in second world war Hiroshima and Nagasaki, the two Japanese cities were bombed. The two bombs used at that time were very small. Compared with them the modern bombs are many times more destructive. When Pt. Jawahar Lal Nehru watched a film. The last war in fifties, he had said, "if there is another war, it will be a common defeat for all." The world knows very well that if a war breaks out, there will be exchange of nuclear weapons. No country has an credible defense against nuclear weapons. The stockpile with the world powers is huge and the bombs are enough to completely destroy everything on the globe. If by chance any part escapes bombing, it will be uninhabitable. The earth's climate will be affected and the rain patterns will be disturbed. There will be no crops on food available. There will be none around if any people survive. A nuclear war is the worst nightmare and it is impossible to visualise its harmful effects. In other words, a nuclear war will mean an end to the world that we know.

**(iii) "Over Population is the Root Cause of Many Problems" :** Human life is dependent on availability of means of sustenance. Food, Water, shelter, education, medicine and clean air to breathe are in short supply. Man's fast evolution and increase in number has surpassed all life on the earth. He monopolizes the earth and has so far indulged in indiscriminate exploitation and destruction of natural resources. The ecological balance has been disturbed and the environment damaged on the social level the shortage of essentialities of life is being felt everywhere. In poor countries people die of hunger. Fuel and energy shortage is posing a problem. New diseases are coming up. Unemployment and crime are rampant.

Super power nations are trying to grab as many energy .esources as possible. There are international conflicts which can escalate into war. The population explosion in poor countries is bigger adding to the already killing misery

The nations realized this dangerous trend long ago and some steps have been taken to control population. But they are not enough. Indian effort during seventies when there was indiscriminate sterilization of male members of the society and the imposition of one child norm in China have not been very successful.

On the other hand, the total absence of such steps in Islamic Countries has added to the world significantly. Hence it is clear that over population is the root cause of many problems.

#### **Unit-IV**

**Q. 6. (a) Write a dialogue between a customer interested in buying a washing machine and a salesman.**

**Ans.** A dialogue between a customer and a salesman :

**Customer** : Good morning, I would like to buy a good working machine. Can you show me a few?

**Salesman** : Good morning. Please step in this way, we have a large collection of the machines of all popular brands.

**Customer** : I am particularly interested in a 6 ltr., semi-automatic model. But I can't make up my mind which brand to buy.

**Salesman** : Yes. That is a problem, we have BPL, Godrej, Samsung, Videocon, and other brand machines. There is occasionally a little difference in the availability of features on different models.

But these days the demand for Videocon products is the greatest. May be it is due to the company's good advertisement campaign. But we have noticed that there are rarely any complaints regarding the functioning of the machines. All do very well. As far as prices are concerned, there is not much difference either.

**Customer** : Ok. Then I shall have to make up my mind, myself. I find the Videocon books sturdier and is loaded with features.

**Salesman** : I too agree with you. In fact Videocon has the largest sale. This model VC 633 would suit your requirement. It is Rs 5630/- only and comes with 6 months warrantee. I recommend you buy this one.

**Customer** : All right kindly have a new packed piece impacked and have the mechanic check its proper functioning.

**Salesman** : That won't be necessary. The machines come with ISI mark and the inspection department seal. But in rare cases, if anything is wrong, the company replaces the machine.

**Customer** : Ok, Please prepare a cash memo and have the receipt delivered at my address given on my visiting card.

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

**10**

**"My most interesting experience of life."**

**Ans.** I was in XII class. My best friend Ramesh had moved to a school in Deharadun after his father's transfer there. We had been together in the school for a number of years. But now after his departure I felt very sad and often missed the happy time spent together, but time is the best healer. I passed out from school and entered college. I found new friends and has new experiences. Time passed fast. I completed my education and found a good job in Hyderabad. I had occasionally missed Ramesh but had reconciled with the fact of life where meetings and departures are a natural phenomena. I left home to join my new post at Allahabad. I felt a bit uneasy as there were to be new people and a new environment. It would take a long time to feel at home there. Anyhow I reached Hyderabad and finally the office. My colleagues were busy in their cabins. I took time in taking stock of the work allotted to me.

Imperceptibly lunch hour approached. Usually the staff had coffee in a common room. I also went there I felt it would be good to meet people for company. I noticed a man standing at a distance. I felt as if I had seen him before. I approached him the man had a handsome moustache. I extended a hand to shake his. But the man looked at me, smiled and embraced me tightly or you simpleton. I am Ramesh, your old buddy. Life is strange. I had never expected to meet you. But here we are. This was the most interesting experience of my life.

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

**10**

**Title : Importance of Book Reading :**

(i) Introduction

(ii) Benefits of reading books

(iii) Types of books

(iv) Arrival of e-books/digital books

(v) Books will continue to be our best friends.

**Ans. (i) Importance of Book Reading :** The skill of writing is a great power with human beings. It enabled them to record their experiences for themselves and for the posterity. From palm leaves the skill resulted in the ability to write books. Books were written on everything human beings experience. From for/rial educational subjects they became a medium of fiction and entertainment. A time came when the higher sections of the society who could read and write found time to read and relax. Possessing books, showing them off and reading become a status symbol. Books helped in spread of knowledge and added charm to life. Books on travel, sciences, discoveries, inventions etc. were published in a large number. There were books for men, women and children. They covered every subject and became a stone house of knowledge. But with the invention of television, book reading came to loosing interest. People read them only when they head to. Then c-books made their advent and the printed page was shown contempt. People of all ages prefer to head books on the computer screen. But whether on screen or between covers, books are books and will always retain their value. All of us should encourage book reading and inculcate the reading habit in the young.

**Q. 7. (b) Write a brief passage on :**

**Discrimination against girl children and women**

**Ans. Discrimination Against Girl Children and Women :** Male dominances is a biological trait Man's physical supremacy has always tended to subjugate women especially to ensure maximum mating chance to perpetuate ones genes. But as society became civilized, the right to equality of women was given importance. But certain religions still find women inferior human beings. The other problem is dowry. In our society the parents of girl consider them to be a burden. They think that spending money on girls bringing up and education is avoidable. As a result there is a lot of discrimination against women and girls. In a few societies girl child is not allowed to survive. This is a serious thing and will undermine the strength of the nation. All should think over this social evil and protect women and girls against discrimination.

## Unit-V

**Q. 8. (a) Write a letter to a business firm enquiring about their new model of inverter. 10**

Ans. Popular Electronics  
Main Bazar, Panipat

M/s Zenith Electronics

10 June, 2009

Jhandewalan

Delhi

Subject: New Model of Inverter

Dear Sir,

Kindly refer to your advertisement dated 30 December, 2008 on the subject noted above.

We are interested in your new model of the inverter as it charges fast and saves electricity. Kindly send full details of the new inverter along with price, discount, terms of business and all other details as early as possible.

Yours Faithfully  
Manager

**Q. 8. (b) Define a report and discuss briefly the types of reports. 10**

**Ans.** Reports are written details in government or private organizations. They help in taking decision making policies, planning, business strategies etc. They are written on all topics. They can be long or short. Mainly there are formal on informal reports. There are also periodical or routine reports and special report.

Reports are also divided on the basis of function also. They are

- (i) Informative reports
- (ii) Analytical or Investigative reports.

According to subject matter there are the following types of reports :

- (i) Reports on problems
- (ii) Fact finding reports
- (iii) Performance reports
- (iv) Technical reports

Then individuals or groups of individuals also write reports..

**Q. 9. (a) Write a feasibility report of setting up a factory for the manufacture of auto-parts in your town.**

**Ans.** Feasibility report of setting up a factory for manufacture of auto parts in your town.

A survey was carried out for starting a factory for manufacture of autoparts in Sonpur. The following factors have been noticed :

(i) **Land** : The town has sufficient agricultural land but the government is allowing industry to buy and use this for starting factories.

(ii) **Transport Facilities** : The town is linked with the main road. The traffic is heavy and it is connected with the rest of the country. The finished product can easily be transported to the customers.

(iii) **Raw Material and Machinery** : There is every facility available.

(iv) **Labour** : The town being an industrial one has a huge labour force available at reasonable payment. We can also hire technicians from other places.

(v) The town has many spare parts stores. They too can be our customers.

All together there is nothing to discourage establishment of a factory.

**Q. 9. (b) Write the format of a 'press report'. Discuss its essential elements briefly. 10**

**Ans.** The format of a press report is the same as used in National Dailys. These are mostly as follows:

News Heading

(By our special correspondence)

**or**

Ramesh Kumar

(The name of the correspondent can be written)

(The matter)

Essentials of a good reports :

- (i) It is written like a well connected story,
- (ii) The language should be simple.
- (iii) It is impersonal and is preferred in the passive voice and indirect narration.

Press reports are of two types :

- (i) Informal report the event as it happened.
- (ii) **Investigative** : It is written after collecting facts through investigation.