



- Notes :
1. All questions carry as indicated marks
  2. Due credit will be given to neatness and adequate dimensions.
  3. Assume suitable data wherever necessary.

1. Read the following paragraph carefully and answer the questions below.

A tale is told in Hindu Mythology. God created man first in the beginning of creation, and he was alone and lonely. So he entreated God to give him a companion to pass his time. As all the solid elements were exhausted in the creation of man, God took the roundness of the moon, the curves of the creepers, the clinging of the tendrils, the trembling of grass, the slenderness of the reed, the velvet of the flowers, the lightness of the leaf, the quick glance of the fawn, the brightness of the Sun's rays, the tears of the mist, the inconsistency of the wind, the timidity of the hare, the vanity of the peacock, the softness of the dawn, the hardness of diamonds, the sweetness of honey, the cruelty of the tiger, the warmth of fire, the chill of snow, the chatter of the jay and cooing of the dove. All these he combined to create woman and gave her to man. And man's days were filled with happiness, for now he had someone with him to share the pleasures of the world.

- a) Answer the following questions.

- |                                                               |   |
|---------------------------------------------------------------|---|
| i) What did God make at the beginning of creation ?           | 1 |
| ii) What is the quality of hare ?                             | 1 |
| iii) What and why did man entreat God ?                       | 1 |
| iv) What quality of grass was taken by God for making woman ? | 2 |
| v) What were the days of man filled with ? why ?              | 2 |

- b) Do as directed.

- |                                                                                                                    |   |
|--------------------------------------------------------------------------------------------------------------------|---|
| i) I disliked the idea of making Omelette (Make it negative)                                                       | 1 |
| ii) Mother was not home. (Add a question tag)                                                                      | 1 |
| iii) As soon as Dave had begun his second year when he heard himself hopefully swamped. (Use - 'No Sooner---than') | 1 |
| iv) I used to spend hours under it. (Use - Modal Auxiliary 'would')                                                | 1 |
| v) I have tried getting you into the kitchen (Identify the tense)                                                  | 1 |

v) This is the greatest lesson in life (Change the degree) 1

vii) What a pleasant idea (Make it Assertive) 1

### OR

The deliberate preservation of things must be compensated for by their deliberate and judicious destruction. Otherwise the world will be over whelmed by the accumulation of antique objects. Pigs and rabbits and watereress, when they were first introduced into New Zealand, threatened to lay waste the country, because there were no compensating forces of destruction to put a stop to their indefinite multiplications. In the same way, mere things, once they are set above the natural law of decay, will end by burying us unless we set out methodically to get rid of the nuisance. The plea that they should be preserved every novel by Nat Gould, every issue of the Funny Wonder as historical documents is not a sound one where too many documents exist, it is impossible to write history at all "for ignorance", in the felicitous words of Sytton Strachey, "is the first requisite of the historian ignorance which simplifies and clarifies, which selects and omits, with the placid perfection unattainable by the highest art". Nobody wants to know everything the irrelevancies as well as the important facts about the past ; or in any case nobody ought to desire to know.

a) Answer the following questions :

i) How deliberate preservation of things must be compensated ? 1

ii) What will be the result otherwise ? 1

iii) Which pigs, rabbits and watereress threaten to lay waste New Zealand ? 1

iv) What according to Lytton Strachey, is the first requisite of a historian ? 2

v) What according to the writer, are the benefits of ignorance ? 2

b) Do as directed.

i) Hilar was the cruelest ruler in modern history (Change the degree) 1

ii) That is not way a gentleman should behave (Make it Rhetorical) 1

iii) This is not a slow local train. (Make it affirmative) 1

iv) There was-tree on the-tree was lonely (Fill in the blanks with articles) 1

v) This sum is difficult (Make it negative) 1

vi) You didn't help her (Change the voice) 1

vii) She put some water into the dog's dish (Identify the tense) 1

3. a) Explain pattern of communication. What function it plays in running and growth of an organisation ? 5

b) Explain important elements in structure of sentences, how will you effectively organise them ? 5

- c) Explain how you will prepare and make use of : 4  
i) Pie graph ii) Bar graph

**OR**

4. a) Give the structure of a 'formal report' and explain its types. 5  
b) What will you do and don't do while selecting proper words or phrases in a written text ? 5  
c) What is the importance of an 'organization chart' ? Draw a typical organization chart for public limited company. 4
5. a) How will you evaluate a written text for its effectivity in communication ? 6  
b) Explain various barriers which hinder a successful communication. 6

**OR**

6. a) What do you understand by conference ? How will you organise a conference. 6  
b) What are claim letters ? Write a sample of claim letter. 6

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