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ENGINEERING & MANAGEMENT EXAMINATIONS, JUNE - 2009

**ENGLISH-II
SEMESTER - 2**



Time : 3 Hours]

[Full Marks : 70

GROUP - A

(Multiple Choice Type Questions)

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

i) Plane tickets cheaper now days.

- | | |
|----------|---------|
| a) is | b) was |
| c) being | d) are. |

ii) Two and two four.

- | | |
|------------|--------------|
| a) make | b) makes |
| c) makings | d) had made. |

iii) A job application is

- | | |
|---------------------|--------------------------------------|
| a) curriculum vitae | b) a covering letter for the reasons |
| c) all of these | d) none of these. |

iv) A business letter is incomplete without

- | | |
|--------------|------------------|
| a) heading | b) reference |
| c) signature | d) all of these. |

v) When a written communication made publicly is injurious to an individual's reputation, it is called

- | | |
|----------------|-------------------|
| a) blameworthy | b) cruel |
| c) libel | d) none of these. |



vi) Contemporary means

- a) one living at the same time as another
- b) a person who is lazy
- c) a person who has sweet and friendly nature
- d) one who collects and studies coins.

vii) Alpha and Omega means

- a) at a good distance
- b) without warning
- c) the beginning and the end
- d) about to happen.

viii) Every student who works hard can do well.

- a) could
- b) can
- c) is
- d) have.

ix) An interpreter is a person who

- a) interferes in another's business
- b) teaches foreign language
- c) translates what people are saying from one language to another
- d) begins new venture.

x) Mr. Roy does not like the idea of waiting.

- a) kept
- b) to keep
- c) keeping
- d) being kept.



5

GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following.



3 × 5 = 15

2. You are the General Manager of Primrose Software Solutions, Agra Cantonment, Agra. You need faculty members for your centre with knowledge of e-commerce. Draft an advertisement to be published in 'The Times of India' under 'classified columns'.
3. Imagine you are the secretary of the inter-college 'fest' organizing committee of your College/University. Write out a notice and agenda for a meeting of this committee.
4. Write a proposal to the head of your institution regarding the introduction of a course on computer literacy for all students.
5. What is business communication ?

GROUP – C

(Long Answer Type Questions)

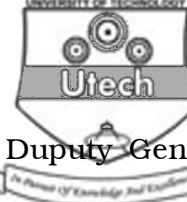
Answer any *three* of the following.

3 × 15 = 45

6. 20 students of your institute voluntarily joined the NSS team in the mission of helping the illiterate people in different parts of Asansol Sub Division. The Technical Education Minister is very pleased with your efforts. He wants to make a press statement and wants you, the leader of the student's team to write and submit a report within 10 days stating your activities amidst the targeted group. Draft the desired Report.
7. The Library in-charge of your college has written a complaint letter to you regarding the defective supply of 100 copies of book : "Business Communication". They have purchased 100 books from Books Way, Kolkata-700091. But after purchase they found that the books had pages 123-129 missing. You being the sales manager of Books Way, Kolkata have received the complaint as stated. Write a memo to the sales personnel stating the complaints and asking him to take necessary steps within 3 days. Ask the sales personnel to keep you abreast of the steps that are being taken for adjustment against this complaint.



8. What is listening ? What are the barriers to listening ? What measures may be taken to become a good listener ?



9. A reputed sugar factory at Jalalabad, Punjab, needs a Duputy General Manager to handle commercial and administrative functions independently. Experience 10 to 15 years in sugar factory. Salary negotiable. Apply with Curriculum Vitae to General Manager, HR, AHUJA SUGAR MILL, JALALABAD, PUNJAB, within 30 days.

This advertisement appeared on the *Employment News* of the month of May 2009. Write an application for the post.

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

I was shocked to see some villagers cutting a green and lively tree that stood on the corner of the children's park. Perhaps the ignorant villagers do not comprehend the quantum of the harm they have caused to the environment. A further research into the matter by the NGO *Sabujpatra* have revealed that in the year 2007, 1500 trees had been cut in the village of Haldipur, West Bengal to set up 5 industrial areas and 14 human settlements. The numbers increased to 1700 trees in 2008. In that year, the number of industries established had been 3 and human settlements have been numbered at 9. In the year 2009, 2000 trees have bee cut down to establish only 7 industries and establish 11 human settlements.

This is definitely a sad state of affairs and calls for immediate action. Awareness for planting more trees and their preservation has to be created among the masses. Let each one of us plant a tree every year and look after it. People should be made to realize the vital role of trees in maintaining the ecological balance. They are little laboratories that absorb carbon dioxide and release oxygen that is life for us. We inhale oxygen and exhale carbon dioxide. With the process of photo synthesis, the trees decompose it into carbon and oxygen. Thus trees are our best friends.



Trees perform some other functions as well. They bind the soil together and prevent soil erosion. The forests help to bring rainfall to us. In the era of global warming trees perform a great service to humanity. With rising temperatures and increasing population, trees are the only boon of nature left to us to combat the poisonous gases that threaten our very existence. So if we want to lead happy and prosperous lives, we must conserve trees and forests. They will help us in maintaining the ecological balance and proper conservation of trees will check the deterioration of the environment.



There has been an upward swing almost every year in colonization, industrialization and also deforestation. In the name of progress and material prosperity man has revealed his total disregard for the surrounding environment and mercilessly destroyed the trees. This process needs to be reversed immediately and with utmost urgency.

- a) What are the ill effects of deforestation ? 4
- b) Where has the survey been conducted and by whom ? 2
- c) Draw a table to show the increasing trend of industrialization, colonization and deforestation in the years 2007, 2008 and 2009. Which are the trends that show increase ? 5 + 2
- d) Find words in passage that mean the following : (any two) 2

UNAWARE, FIGHT, BLESSING.

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END