

SET-1

Q1. Read the following passage carefully and do as directed.

In his childhood Gandhiji happened to see two plays called “Shravan kumar” and “Harischandra” and was very much impressed by them. An itinerant show party came to his town and made the performance. Gandhiji, with his father’s permission went to see these plays, Shravan kumar was very much devoted to his parents who were blind. In two baskets slung across his shoulder he carried his blind parents from pilgrimage to pilgrimage and served them with full devotion of heart. Gandhiji was made by Shravan’s great devotion to his parents in the play Harischandra for the sake of truth. Later through the truth and non violence became the motto of Gandhiji’s life. In his childhood, Gandhiji was once or twice misled to smoking and meat eating by his ill-nature friend but soon he recovered himself from these faults and promised not to do again.

A) Answer the following briefly.

- i) What were the two plays that impressed Gandhiji very much ?
- ii) What was the theme of the 1st play ?
- iii) What amazed Gandhiji about Harischandra ?
- iv) What were the true principles that became motto of his life ?
- v) Why did Gandhiji become misguided ?

B) Use the following words in the sentence of your own.

- i) Itinerant
- ii) Motto

C) Match A with B

A	B
Allow	Performance
An act of presentation	Sacrifices
Committed to something	Devotion
The act of losing	Permission

D) Supply a suitable title to the given passage.

Q2. Read the following passage.

In ancient times the Hindu society admitted begging for mendicants and their students. The students were allowed to beg for their teachers. But they were never called beggars. They were received with high respect. The householders thought themselves highly fortunate to receive them. But the later mendicants got degenerated and wanted to make money out of begging. They also conducted money lending business out of his fund. Some people now pose themselves handicapped and beg some able bodies person beg on different pretexts. They say that their

house is burnt or their crops are flooded or they have been pick-pocketed. But they have been saying so for years together. They beg because begging as profession is profitable. Sometimes we hear of organised begging. The members of this organization are trained in begging. Beside than they are blind, the limbless people and the lepers who take the begging because they cannot live without begging. At such types of beggars are the Indian beggars.

A) Make a suitable note to the above passage

B) Attempt a summary of the passage borrowing upon the notes you made.

C) Five meanings of the word power is given in column 'A'. Match the meaning with corresponding sentences given under column 'B'.

A	B
a) The state of currently holding an office	1) He has the power to lift ton of weight.
b) The possession and exercising of power	2) Ram has emerged as a new oil power in the world.
c) Physical strength	3) The power of president is unquestionable.
d) Electricity supply	4) Power supply will not be available today.
e) Very wealthy person	5) We can witness the presence of a mysterious power.

Q3. Answer any five of the following

- i) What was the mischievous act of sir Ralph ?
- ii) Who was red ? Describe his physical appearance.
- iii) What do you mean by "your smile is so sweet so bright"
- iv) What is the meaning of "crab mentality"
- v) What do you know about the parents of **yevtusherko**
- vi) How did the author beloved with his driver Ram ?

Q4. Do as directed.

- i) I met with.....MLA.(a, an, the)
- ii) We have made kites.(change into passive)
- iii) He and I going to market. (was, were)
- iv) No roof or corner of the house(is, are) remain unexplored
- v) While the teacher..... (enter) the classroom, all the students.....(stand) up.

Q5. Answer any two of the following

- a) You are the news reporter of the Times of India. Prepare a report on the blood donation camp organised at your institution by red cross society.
- b) Write a letter to your uncle thanking him for his wonderful gift presented on your birthday.
- c) Your institution is hosting an inter collage debate competition write a notice for your student informing them of the event.

Q6. The new light electrical company requires two nos of diplomat electrical engineers with minimum two years of experience. Salary is negotiable and the age should not be more than 25 years as on dt.01.01.2020

Draft a job application and attach your CV to it.

Q7. Answer any three of the following.

- i) Difference between one way communication model and two way communication model.
- ii) Illustrate difference areas of body language.
- iii) What is informal communication.
- iv) What are the factors responsible for communication?

SET-2

Q1. Read the following passage carefully and do as directed.

Roosevelt was one of the unlucky one. His legs were left permanently paralysed .in cases such as his, the virus reached the brain and spinal cord where it multiply and destroy the nerves tissue. At this point the disease become spinal or bulbar (involving the last four or five (cranial nerves) depending upon which nerves are affected both forms are characterised by muscle pain, stiff neck and back and possible paralysis. The bulbar form affects the lungs so that patient cannot breath. After a severe attack of polio in its paralytic form there is no treatment for the disease itself although symptoms such as muscular paralysis can be helped with the physical therapy. How much a person well recovered varied individual to individual.

A) Answer the following briefly.

- i) How does the polio virus causes permanent paralysis of legs ?
- ii) What are the two forms of polio ?
- iii) How does the spinal form of polio differs from bulbar form ?
- iv) What are the common characteristics between two forms of polio ?
- v) What is the possible treatment for the polio diseases ?

B) Use the following words in the sentence of your own.

- i) Unlucky
- ii) Treatment

C) Match A with B

A	B
Possible	Combine or increase many times
Symptoms	Something that can happen
Therapy	Any sensation or change in bodyly function
Multiply	The act of caring of someone

D) Supply a suitable title to the given passage.

Q2. Read the following passage.

Planning is one of the most important management techniques. Planning is preparing a sequence of steps to achieve some specific goal, if it is done effectively, it can minimize time and effort for achieving the goal. If w make a plan and follow it seriously we can see how much we have progressed towards our project goal and how far we are from the destination. Knowing where we are is essential for making good decision on where to go or what to do next. One more reason why need planning is to avoid wastage of time, energy and resources. It is a fact that for

unstructured activities 80 percent of the efforts give less than 20 percent of the Valuable outcome. Either we spent much time on deciding what to do next or we take many unnecessary and inefficient steps. Planning is also crucial for each step of our action. With careful planning we can see it at some point; we are likely to face a problem. It is than much easier for us to adjust our plan to avoid an unexpected crisis

- A) Make a note to the above passage
- B) Attempt a summary of the passage
- C) A dictionary gives the following meaning for the word sink match each meaning with its corresponding sentence given below.

Meaning

- i) To go down below to water
- ii) Collapse
- iii) To move slowly downwards
- iv) To become quieter
- v) A container in the kitchen foe washing dishes

Sentences

- a) Her voice sank to a whisper
- b) The sun is sinking in the east
- c) Being exhausted the old man sank to his knees
- d) Leave your dirty dishes in the sink
- e) The shark sank into the bottom of the sea

Q3. Answer any five of the following

- i) What was then first remuneration the author as a poet ?
- ii) What are the two habits that the author has possessed tell now ?
- iii) Describe the environmental as describe in the poem “the Inchcape rock” ?
- iv) How 10 Japanese are equal to one Indian and 10 Indians are equal to one Japanese ?
- v) What do you mean by “treasured memory of your smile” ?
- vi) Describe the notorious Inchcape rock ?

Q4. Do as directed.

- i. The poet and philosopher(was/were) awarded.
- ii. One of the student(is/are) involved in the crime.
- iii. Punjab islargest wheat producing state in India.(change the voice)
- iv. Pandit Ravishankar played the sitar.(change the voice)
- v. She(get)the news last evening .(use right form of verb given into the bracket)

Q5. Answer any two of the following.

- a) As a news reporter you have visited a hospital where the NSS wing of the local college was organised a campaign on keep the hospital clean. Write a report on the activities of the volunteers for publication in an English newspaper.
- b) Write an application to the principal of your institution requesting him/her to organise extra classes in English and mathematics.
- c) You are the cultural secretary of your institution. Draft a notice inviting articles from student to publish in your institute magazine.
- d) You have placed an order for 100 packets of sports shoes with Tata boot house, Kolkata, s/m street, Kolkata. Now you don't want to order the materials due to specific reason. Draft a letter of cancellation.

Q6. The manager of Nirmata construction company, Mumbai. Required 5 no's of diploma civil engineers experience, draft a job application along with your CV for the respective post.

Q7. Answer any three of the following.

- i) What is an effective communication ?
- ii) What are the different types of communication ?
- iii) Describe grape vine communication briefly.
- iv) What is proxemics ? explain briefly?

SET-3

Q1. Read the following passage carefully and do as directed.

About forty years ago, India went through a major economic change which has been given the name of green revolution. The countries system of agriculture have remained unchanged for at least a hundred years. Most farmers grew only a single crop, usually rice or wheat on their land and depend on the rain to water their crops. The Indian framer as one of the least productives in the world. In other Asian countries such as Thailand and Japan, farmers were getting four to five times as much produce from their soil per acre as farmer in India. To make the situation worse, India's population was growing worse at a much faster rate than its agricultural production. There was not enough food for India's millions and the government had to import huge quantities of food grains to feed the people. Then came green revolution our scientist were confident that they could help farmers produce more food. They developed new varieties of rice, wheat and other food crop which produces much higher yields. At the same time farmers were given improved fertilizers and taught how to make better use of water that was available to them. Agricultural production rose dramatically within a few years

A) Answer the following briefly.

- i) What had been the system of agriculture in India before the green revolution started?
- ii) How were the Indian farmers different from those of other Asian countries ?
- iii) Why was the Indian government forced to import food grains ?
- iv) How did the green revolution benefit the Indian farmers ?
- v) What change did the green revolution bring to India ?

B) Use the following words in the sentences of your own.

- i) Productive
- ii) Yield

C) Match A with B

A	B
a) Import	1) Under normal condition
b) Dramatically	2) As much as necessary
c) Usually	3) Commodities brought from foreign countries
d) Enough	4) In a very impressive way

D) Supply a suitable title to the above given passage.

Q2. Read the following passage.

The aim of education is to drag out the facilities of the boy on every side of his nature, to develop in him every intellectual and moral power and to strengthen him physically, mentally and spiritually so that he can turned at the end of his college career a useful, patriotic, pious gentlemen, who respect himself and respect those around him. Education is a failure when it is simply cramming the boy's head with a lot of disjointed facts paired into the hard as into a basket to be implied out in the examination room and the imply basket carried out again in the world. It is not a good education which when a boy has passed his examination, leaves him a nervous wreck, exhausts as to his body and overstrained as to his brain. When a boy goes out his college he should be full of life, full of vigour, full of energy and full of delight in his young life to take up the Borden of the work of the world. He should not ne nerve, exhausted and never over strained when he has finished his educational career.

- A) Make a note to the above passage.
- B) Attempt a summary of the passage.
- C) A dictionary give the following meanings for the word return. Match each meaning with its corresponding sentence give below.

Meaning-

- i) To come or go back
- ii) To change into
- iii) To give back
- iv) Official return or statement
- v) Profit of an investment

Sentences-

- A) Small investments get quick return.
- B) After death animal bodies return to dust.
- C) He submitted his return in income to Income Tax Office.
- D) I shall return home by evening.
- E) When will you return the book to me?

Q. 3. Answer any five of the followings:

- i) How does diversifying work help the workers?
- ii) What are the important qualities of a good team member?
- iii) How did the author fought with Red at the end?
- iv) Why did Sir Ralph cut down Inchcape bell?
- v) What do you mean by "My education was left to the street"?
- vi) What important role the friend plays in her life?

Q. 4. Do as directed-

- i. A gang of robbers _____ (was/were) arrested.
- ii. If you have a headache, you _____ consult a doctor. (Use appropriate modal verb)
- iii. They have prepared a plan. (Change the voice)
- iv. February _____ (come) after January. (Use correct tense form)
- v. The Vakra dam was built over _____ Sutej River. (a, an, the)

Q. 5. Answer any two of the followings-

- A) As a new paper reporter, you have visited a village where an elephant has been killed by a live electric wire. Draft a report on the event.
- B) You are the owner of Satyavama Housing Colony. You want to give a party on the eve of Good Friday. Draft a notice informing all the residents.
- C) Write an application to your hostel superintendent complaining him/her regarding the unhealthy food condition of your hostel.
- D) You are the owner of Sigma Computers, Cuttack. You have ordered 13 HP computers from Balaji Computers, Delhi. After 10 days of the placement of the order you have not received your order. Draft a letter of enquiry regarding this.

Q. 6. Punyashloka Electricals and Software Company require 5 numbers of fresh diploma Electrical Engineering pass students. Draft a job application to apply for the post and attach your C.V.

Q.7. Answer the three of the followings:

- i) What are the barriers to effective communication?
- ii) What is upward communication? Write its merits and demerits.
- iii) What is proxemics and what are its areas?
- iv) Describe gestone and post one by giving examples.

SET - 4

Q. 1. Read the extracts from the text and answer the questions that follow:

A number of things need to be done but the most important steps is to ensure that the Farmer's profit is not eaten away by middleman, as we cannot expect famers to come directly to our homes with their tomatoes. But if we can cut down the number middleman involved; the farmer may be able to earn a better profit.

Then we have to provide the infrastructure which is required to send the farmer's produce to the market. There must be more trucks to transport the produce and better roads in which the trucks can run without breaking down.

Another urgent need is to provide a cold chain which will ensure that the farmer's produce remains in good condition. We need cold storages in which to store vegetables, fruits, milk, meat etc. at low temperature: we also need refrigerated trucks in which the produce can be carried to markets.

All this is expense and requires huge investments. Farmers do not have enough money for such things and while the government has the money there are many other demands on it such as providing schools and hospitals.

A. Answer the following questions:

- i. Who eat away the farmer's profit ?
- ii. How can the farmer earn profit?
- iii. What should be done for quick transport of the farmer's produce ?
- iv. What is cold storage for ?
- v. "All this is expensive" - What does "all this" refer to ?

B. Use the following words in the sentences of your own.

- i. Ensure
- ii. Urgent

C. Match 'A' with 'B'

A	B
(a) Infrastructure	Money used with expectation of profit
(b) Expensive	Give something useful
(c) Investment	High in price
(d) Provide	Basic facilities needed for the functioning of a thing.

D. Supply a suitable title for the above passage.

Q. 2. Read the following passage:

There are different kinds of musical instruments. They are divided into three main classes. They are divided according to the way they are played. For example, some instruments are played by blowing wind into them. These are called wind instruments. Wind instruments are further sub-divided into wood wind instrument and brass wind instruments. Example of wood wind instruments are the clarinet, the flute, and the bassen. Other instruments are made of brass. The examples of brass wind instruments are the trumpet and the horn. There are some instruments which are played by banging or striking them. One clear example is the drum. Instruments like this are called percussion instruments. The last big group of musical instruments are the ones which have strings. There are two main kinds of stringed instruments. In the first one music is made by plucking the strings for example, the harp. In the second one a bow is drawn across the strings. The examples of such kind of instruments are the violin and the cello.

- A. Prepare brief note in outline form representing the main points of the passage.**
- B. Write the summary of the passage.**
- C. Match 'A' with 'B'**

A dictionary gives the following meanings for the word "head". Match each meaning with its corresponding sentence given below:

Meaning 'A'

- i) Considered to be the centre of intellect.
- ii) Position or place of leadership.
- iii) Critical point or crisis.
- iv) To move forward towards a point.
- v) To get at the head of, in front of.

Sentences 'B'

- a. Chidambaram's statement in the Parliament brought the matter to a head.
- b. The match is heading towards a draw.
- c. She has a head for Mathematics.
- d. Shanta heads the list of successful candidates in the Odisha Administrative Service.
- e. Mr. Patnaik is the Head of the Department of Chemistry.

Q. 3. Answer any five of the following-

- i) How did the author react after he was beaten by Red?
- ii) Why does not India able to prosper according to Sam Pitrida?
- iii) What was Abbot of Aberbrothok did to the Inchcape Rock?
- iv) Why did Ralph cut down the belt?
- v) Why does the post says "Our friendship is one in a million"?

Q. 4. Do as directed.

- i) _____ rich are always dominant people. (a, an , the) Use appropriate article.
- ii) _____ please pass me the salt? Use appropriate modal verb.
- iii) Time and tide _____ (wait/waits) for none. Choose right form of verb.
- iv) I have made this great mistake. Change the voice.
- v) While I _____ (sweep), I _____ (find) a coin. Use appropriate tense form of verb.

Q. 5. Answer any two of the followings.

- i) You are Abhisek Rout of Padman Engineering College, Phulbani. Write an application to your librarian to issue you a duplicate library card.
- ii) The students of college have declared a strike demanding that all vacant teaching posts should be filled up. As a reporter of newspaper, you have visited the college. Draft a report to be published in your newspaper.
- iii) You are cultural secretary of your institution. Your institution is going to celebrate Annual Day 2020. Draft a notice informing the students.
- iv) Suppose you are Kalyani Book House, Cuttack. Write an order of execution letter to Padmanava Polytechnic, Mayurbhanj for its delivery of ordered books.

Q. 6. ABC automobile manufacturing company requires 3 nos. of fresh mechanical diploma engineers and 2 nos. of fresh electrical engineers.

Adt No- 2010

Date- 15.03.2020

Sd/
General Manager
ABC Automobile
Bandra, Mumbai

Draft a job application and attach your CV.

Q. 7. Answer any three of the following questions.

- i) What is good communication? Write the essential features of good communication.
- ii) Differentiate between Upward and Downward communication.
- iii) How the eye movement is an essential means of non-verbal communication?
- iv) Describe audio sign by giving two examples.

SET - 5

Q. 1. Read through the passage given below.

The first atom bomb, dropped on Hiroshima on August 6, 1945, brought home to us the real significance of the knowledge how to use it. Although the goal of science is the search for truth, yet it has also brought civilization on the verge of the destruction should be abandoned science or continue with it at the risk of the whole civilization? It is not easy to answer this question because the good and evil flowing from science are generally indistinguishable. The recent jet propulsion and unlimited power resources can be used for both peaceful and war like purposes, depending on human motives and desires, since scientists are men of superior training and insights, they must accept some of the responsibilities for using science for peaceful purposes. Ultimately society itself must assume that responsibility because the chief enemy of mankind is war and not science. Men who use science for war like purposes are responsible for its evil consequences.

A. Answer the questions.

- i) What did man realize when the first atom bomb was dropped on Hiroshima?
- ii) What is the goal of science?
- iii) Why is it difficult to decide whether we should abandon science or continue with it?
- iv) What are the responsibilities for a scientist?
- v) Who are responsible for the evil consequences of science?

B. Use the following words in the sentences of your own.

- i) Peaceful
- ii) Resources.

C. Match 'A' with 'B'

<u>A</u>	<u>B</u>
(a) Drop	Accept without verification
(b) Motive	Let fall to the ground
(c) Assume	An outcome of an event
(d) Consequences	The reason for an action

D] Supply a suitable title to the above passage.

Q. 2. Read the passage given below.

Life in the twenty-first century is very different from what it was hundred years ago. Life in those days was quite short; a man today expects to live many years longer than his forefathers did. Our expectation have been and still is increasing. Fewer babies die today. In the old days infant mortality was very high. Many babies died at birth and quite a few contracted all kinds of fatal diseases, when they were still quite young. Our houses, factories and cities are far cleaner than those of our ancestors. In the past the insides of our house were dirty. There were ponds of stagnant water. Insecticides are sprayed on ponds and efforts are made not to allow mosquitoes to breed. We have now very competent doctors who have received special training. They have replaced the quacks who have very little or no scientific knowledge of medicine.

A) Prepare brief notes in outline form representing the main points of the passage.

B) Write the summary of the passage.

Q. 3. A dictionary gives the following meanings for the word “draw”. Match each meaning with its corresponding sentence.

Meaning

i] To produce a reaction or response.

ii] To attract or intersect somebody.

iii] To make a picture of something.

iv] A game in which both teams or players finish with the same number of points.

v] A person a thing or an event that attract a lot of people.

Sentences

a) Draw a map of India.

b) Deepika is one of the biggest draws of Indian Classical music.

c) The announcement of the chairmen draw a loud applause from the audience.

d) Her screams draw passersby to the scene.

e) The football match between Brazil and England ended in a draw.

Q. 4. Do as directed.

a) The elephant is _____ extraordinary creature. (a, an, the)

b) Naughty children often _____ (pretend) to be normal. Use appropriate tense form

c) She broke her leg when she _____ (run). Use appropriate tense form

d) Ram killed two snakes. (Change the voice)

e) The number of girls _____ (is/are) more than that of the boys in our class. (Change the correct form of the verb given in the bracket)

Q. 5. Answer any two of the followings.

- i) As a reporter of a local newspaper, you made a survey of three villages affected by the recent flood. Prepare a report on your survey to be submitted to the local newspaper.
- ii) Suppose you are Amrita Padhi of Premji Diploma Institution, Jaipur. Write an application to the principal of your institute requesting him/her to allow you to organize a friendly cricket match with Rajdhani Engineering College, Jaipur.
- iii) You are the president of Shiva Complex. Write a notice to the tenants informing about the repairing of the water tanks of the complex, where water supply will be interrupted for 6 hours on dt. 05.03.20.
- iv) Suppose you are the owner of Anmol Book store. You need to purchase 30 packets of Ronalds pen, 40 packers of Linux pen, 45 packets of Elkos pen and 100 packets of Natraj pensil. Write a letter to Mahatma Book House, Cuttack for placing the order for the above things.

Q. 6. Creative Construction Limited requires 6 numbers of diploma Civil engineers for its construction company. Experience minimum three years.

Salary negotiable.

Age limit- Not more than 23 years on date as dt. 01.01.2020.

Advt. No. -358

Dt- 02.02.2020

Sd

Manager

Creative Construction Limited.

Raipur

Draft a job application for the above post and attach you bio-data.

Q. 7. Answer any three of the following-

- i) What is communication? What is the process of communication?
- ii) Define formal communication and write its types with examples.
- iii) What is non-verbal communication?
- iv) How audio-visual signs are helpful for better communication?

