

This question paper contains 4 printed pages.

Your Roll No.

Sl. No. of Ques. Paper : 3772 FC
Unique Paper Code : 72032801
Name of Paper : English – A
Name of Course : Ability Enhancement Compulsory Course – I
Semester : I
Duration : : 3 hours
Maximum Marks : 75

(Write your Roll No. on the top immediately on receipt of this question paper.)

Answer all questions.

1. Write short notes on any *five* of the following in **not** more than 30–40 words:

- (a) Encoding and Decoding
- (b) Social Space
- (c) Word Stress
- (d) Written Communication
- (e) Sign Language
- (f) Body Language.

5×2 = 10

2. Answer any *two* of the following:

- (a) What are the elements of communication?
- (b) What are the features of Paralanguage? Give examples.
- (c) State the barriers of verbal communication.
- (d) What is interpersonal communication? Give an example.

2×5

3. (a) Please read the questions very carefully before answering and keep to the point.

P. T. O.

- (i) Write a short dialogue between a customer who has been sold a defective watch and the salesman of the watch shop, showing how the salesman resolves the issue to the satisfaction of the customer.

Or

Write a dialogue between the principal of your college and a student who has been caught defacing the walls of the college by sticking posters.

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- (ii) Imagine you are an actor and you are being interviewed by a fan for a newspaper. Your replies should show what your fan has learnt from your movies.

Or

Interview the commissioner of the municipal department questioning him on how he proposes to solve the problem of garbage collection in your locality.

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- (iii) Prepare a public speech (in 150–200 words) on any *one* of the following:

(a) Education can happen outside the classroom too.

Or

(b) The media controls how and what we think.

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4. (I) Read the passage given below and answer the questions that follow:

Time is precious, but how many of us realize the value of time? Time lost is irrecoverable. Every second lost adds up to minutes and hours without a positive outcome. An activity that gives pleasure is gratifying; if it also adds to our knowledge or de-stresses us, it enhances our thinking power.

Working methodically saves time. Keeping one's things in an organized manner saves invaluable time that is otherwise lost in searching for things that have been carelessly put aside.

Laziness is another enemy of time. Hours spent in doing nothing give no pleasure whereas activities which take us towards positive results give a great sense of achievement and the satisfaction of time well spent.

- (i) How is every second important in our life? 2
- (ii) What enhances our thinking power? 3
- (iii) State three ways by which we can save time. 3

(iv) Match the following words with their meanings:

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- | | |
|--------------|--------------------------------|
| (a) Precious | (i) Favourable |
| (b) Outcome | (ii) Arrange in an orderly way |
| (c) Organize | (iii) Valuable |
| (d) Positive | (iv) Result |

(II) Do any *one* of the following:

Using your own words write a summary of the following passage in about 50 words:

With the advance in technology the internet has become a very important, rather, an indispensable part of our lives. It is the latest means to communicate and reach out to people as we eat, sleep and live in the virtual space today. Observe people in a public space and you see most of them with their heads bent over a phone, an I-pad or a laptop, fingers swiftly moving on the keyboard. No longer is it merely restricted to increasing one's social contacts by way of communicating with friends or colleagues. More and more people are using it in their academic pursuits, to engage in business, to advertise, to help find a partner for marriage, to find the placements one dreamt of and for umpteen other purposes.

Or

When is it possible to give a word to word translation? Explain and illustrate with examples. 5

5. (a) There was a minor fire in the office building of your company. As the Administrative Officer of your company, you have been asked to prepare a report giving your recommendations to prevent fire in future. Prepare the report.

Or

Write a report to the Managing Director on the need to introduce some incentive schemes to boost the sales of the company. 10

- (b) Draft a letter of appointment to a candidate who has been selected for the post of a computer operator with Hindustan Construction (Pvt.) Ltd., Delhi.

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Or

P. T. O.

Write a letter as the Sales Representative of your company to the manager of XYZ Enterprises introducing a new brand of electronic equipment that your company has manufactured.

10