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S. No. of Question Paper : 522

Unique Paper Code : 203252

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Name of the Paper : English-B (Intermediate English)

Name of the Course : B.A. (Prog.)

Semester : II

Duration : 3 Hours

Maximum Marks : 75

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

Answer All questions.

1. Based on your reading of the various units in the text, say whether the following statements are True (T) or False (F). Do any five : 5
- (i) You should make notes before making an important call.
 - (ii) Pre-interview planning involves having a good appearance only.
 - (iii) It is a good practice to eat and talk at the same time.
 - (iv) A good strategy for writing is to state your purpose clearly in the opening lines or paragraph.
 - (v) The best thing you can do is to be late for an interview.
 - (vi) A narrative essay is one which tells a story or describes a series of events.
 - (vii) Sociolects refer to variations across time and space.

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(viii) American English, British English and Indian English are the regional dialects of English.

(ix) Brainstorming is not an essential step in writing essays.

(x) Sincerity and a degree of humility are important in all interviews.

2. Based on your study of the text, answer (in your own words) any *five* of the following questions : 5×2=10

(i) What are some of the things you should remember at the beginning of an interview ?

(ii) What is the difference between an argumentative and an expository essay ?

(iii) What important facts about listening should we keep in mind while talking on the phone ?

(iv) What kind of tone do people generally use in personal letters ? Illustrate by writing one such beginning and one ending you may use in writing this kind of a letter.

(v) What are the *four* most likely questions you may be asked in an interview ?

(vi) Write down **4** important headings that a good CV should have.

3. Read the following passage carefully and then answer the questions that follow :

Face-to-face communication consists of three elements : words, tone of voice and body language.

On the phone there is **no** way of reading (that is, seeing) the body language of a person.

So what you say and the tone of your voice become much more important as does your ability to listen and respond. A good idea is to smile while talking on the phone. This will help in keeping your voice enthusiastic (or excited) and cheerful!

When you make a business call or a call to a stranger (or even a personal call, for that matter) you should always, **first of all, identify yourself**. Give your name, and if it is a business call, your company's name and your position in the company to the person you are talking to. Speak slowly and clearly and **say straightaway why you are calling**. It is best to state this immediately and clearly, though briefly. This way you can save a lot of time by not talking to the wrong person or at the wrong time.

The most important thing about making a phone call is to make it, if you have to, even if it is about something unpleasant. Do not make a call very early or too late in the day. Even before you greet the caller you should be clear in your mind about what you want to talk about and how much you wish to say. In fact, it is a good idea to **mentally rehearse (or go over) your talk**.

- (i) What are the differences between face-to-face communication and a phone call ? 3
- (ii) Why is it a good idea to smile while talking on the phone ? 2
- (iii) What is the first thing you should do when you make a phone call ? 3
- (iv) Choose an appropriate title for the passage from the ones given below : 2
 - (a) How to talk on the Telephone
 - (b) Important facts about the telephone instrument
 - (c) Purpose of making a call

4. (a) Choose the *correct* word from the box below to fill in the blanks. If required, you can make changes in the form of the word : 5

Say, tell, talk, speak

- (i) The sign.....that the road is closed. Let's.....to the guard before we proceed.
- (ii) How many languages do you ?
- (iii) Can you.....him to be quiet; I can't hear myself.....

- (b) We use a lot of standard phrases while talking on the phone. Match the phrases in column A with their purpose of calling in column B : 5

A

B

- | | |
|---|---|
| <ul style="list-style-type: none"> (a) The reason why I'm phoning is... (b) Could you hold the line please ? (c) How are you ? (d) Could I speak to Ms... (e) Thank you for calling. | <ul style="list-style-type: none"> (i) polite enquiries (ii) asking the person to wait (iii) asking to speak to someone (iv) say why you are calling (v) showing you are ready to finish |
|---|---|

(c) Rewrite each of the following sentences in grammatically *correct* English.

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(i) Meet me backside of class.

(ii) My neighbourer expired last night.

(iii) Oftenly he is late.

(iv) She is a proudy girl.

(v) I am thinking and thinking of coming to your house.

5. (a) Write a sentence (beginning in the way shown) that means the same as the first sentence.

The first one is done for you :

5

(i) "I think it would be a good idea to see a specialist," the doctor said to me.

The doctor recommended that I should see a specialist.

(ii) "You really must stay a little longer," she said to me.

She insisted that

(iii) "Why don't you visit the Qutub Minar after lunch ?" I said to them.

I suggested that

(iv) "You must pay the rent by the end of the month," the landlord said to us.

The landlord demanded that.....

(v) "Why don't you go for a holiday?" my friend said to me.

My friend suggested that.....

(vi) "Why don't you look for another job?" Seema said to me.

Seema suggested that.....

(b) Read the situations and write questions beginning **Do you think**.....

The first one been done for you :

5

(i) You want to borrow your friend's camera. What do you say to him ?

Do you think I could borrow your camera ?

(ii) You are at a friend's house and you want to use her phone. What do you say ?

(iii) You have written a letter in English before you send it, you want your friend to check it. What do you ask him ?

(iv) You want to leave work early because you have to go somewhere else. What do you ask your boss ?

(v) The woman in the next room is playing music loudly. You want her to turn down the volume. What do you say to her ?

(vi) You are interested in renting a flat. What do you say to the owner ?

(c) Put a question tag at the end of the sentences. The first one has been done for you : 5

(i) You are tired, aren't you ?

(ii) You've got a mobile, ?

(iii) You can speak English, ?

(iv) Let's go out tonight, ?

(v) You have applied for the job, ?

(vi) There are a lot of people here, ?

6. Given below are some topics for writing an essay :

(i) The person who has inspired you most.

(ii) What is good about Indian Films ?

(iii) Which is better—College life or School life ?

Choose one of the topics from the above list. Write at least Five ideas/points that come to your mind. **YOU DO NOT HAVE TO WRITE THE ESSAY.** You will be given marks for the points/ideas that you write. 5

7. Write a letter to the Principal of your college complaining about the dirty campus.

Or

Write a letter to your mother describing your college trip to Kashmir. 10

P.T.O.

8. Your mother has gone out and your aunt called up to say that she would reach Delhi tonight at 10.30 pm by Rajdhani Express. A car has to be sent to the station to bring her home. You have to go to your coaching classes and will not be home when your mother comes back. Write a note for your mother giving all details.

Or

Your co-worker in the office has gone out for lunch. The boss calls up asking your colleague to prepare the sales report of the last quarter and give it to him as soon as possible. As you have to leave for a meeting, leave a written message for your colleague giving all details.

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