

**Functional English**

P. Pages : 3

NKT/KS/17/7383/7388/7394/7400/

7415/7426/7405/7410/7420

Time : Two Hours



Max. Marks : 40

Notes : 1. All questions carry marks as indicated.

1. a) Correct **any three** of the following sentences. 3
- i) You don't eat meat, don't you ?
  - ii) Everyone have done his work properly.
  - iii) I love to read keats' poetries.
  - iv) My son left for an united states last week.
  - v) He was ashamed for his conduct.
- b) Do as directed **any three**. 3
- i) Virat Kohli scored two hundred runs. (Change the voice).
  - ii) "Can you complete this work today ?" he asked Rita (Change the narration)
  - iii) English is understood by everyone. (Change the voice).
  - iv) People who are post-graduates should apply for the job. (Change into simple sentence).
  - v) I used to study in this class. (Change into complex sentence).
- c) Use **any four** of the following idioms and phrases in sentences of your own. 4
- i) White elephant.
  - ii) A snake in the grass
  - iii) To bark upon a wrong tree
  - iv) Once in a blue moon.
  - v) In the blink of an eye
  - vi) End of the world.

2. a) Solve **any three** of the following. 3
- i) Explain the meaning and origin of the word 'blasphemy'.
  - ii) Make two words using the prefix 'mis'.
  - iii) Make two words using the suffix 'dom'.
  - iv) Write any two technical jargons related to music.
  - v) Write any two words formed by 'Clipping'.
- b) Do as directed **any three** of the following. 3
- i) Choose the correct synonym for the word 'tender'.
    - a) leaf b) gentle
    - c) small d) harsh
  - ii) Choose the correct antonym for the word 'miser'.
    - a) thin b) poor
    - c) spendthrift d) expensive
  - iii) Look at the relationship between the two words given. Find similar relationship from the options :  
Venerate : Idol
    - a) describe : picture b) blame : scapegoat
    - c) determine : experiment d) relegate : representative
  - iv) Give one word for 'a building with a device for representing the movements of stars and planets'.
  - v) Explain the origin and meaning of the word 'maiden'.
- c) Explain the different types of interviews in detail. 4
3. a) You are a fresh graduate seeking a job. Write a letter of application alongwith your resume to the head office, Electrotherm Ltd, satellite road, Ahmedabad, Gujarat. 5

**OR**

Write a letter placing an order of some furnitures to a local furniture manufacturing company. After receiving the furnitures, you observed that some furnitures have been incorrectly sent to you. So write a letter of complaint also.

- b) Read the following passage carefully and answer the questions below : 5
- The wise statement 'All that glitters is not gold' suggests that a man should be very cautious in judging the quality of a person or an object on the basis of its external appearance. Looks can often be deceptive and misleading. Portia's beautiful portrait was kept in a lead casket, and the gold and the silver caskets contained a skull and a blinking fool. Many wooers were fascinated by the external glitter of the container and erred. Likewise underneath the veneer of his modesty, Macbeth hid a treacherous murderer and poor Duncan's vision was obscured by Macbeth's politeness. It is therefore, necessary to depend more on the dictates of ones conscience and reason than on the attractions of senses and emotions.

- i) How should a man judge a person or an object ?
- ii) Explain the essence of the passage with an example other than the examples given in the passage.
- iii) Find a word from the passage which means 'careful'.
- iv) Make a sentence on your own using the word 'modesty'.
- v) Explain meaning of the sentence, "Many woovers were fascinated by the external glitter of the container and erred".

4. a) There has been an accident in the Chemistry laboratory of your institute injuring a student. As laboratory incharge, submit a report covering the details of the accident to the principal. Also suggest preventive measures to be taken to avoid such mishaps in future. **5**

**OR**

Explain in detail the criteria for writing effective user manuals.

- b) Assume that your organization has been spending about Rs. 5,00,000 per annum on getting its various documents such as routine forms, brochures, reports, proposals, manuals, invitation cards, etc. printed by outside agency. Now the organization has decided to have its own publishing unit to cater to all the above printing needs. As the office manager, draft a proposal for setting up of this unit for the consideration of Board of Directors of your organization. **5**

**OR**

Write in detail the various essential components of an effective research paper.

\*\*\*\*\*

