

## Unit-1

### Reading comprehension

1. Read the following passage carefully and answer the questions below it:

An automated teller machine (ATM) is a computerized telecommunications device that provides the clients of a bank with access to financial transactions in a public space without the need for a human clerk. ATMs are placed not only near or inside the premises of banks but also in locations such as railway stations, malls, airports, grocery stores, petrol filling stations, restaurants or any place where large number of people may gather. On most modern ATMs the customer is identified by inserting a plastic ATM card with a magnetic stripe. Authentication is provided by the identification number (PIN). Using an ATM, customers can access their bank account in order to make cash withdrawals and check their account balances. Banks do not charge ATM using fees. Where machines make a charge, some people do not prefer to use them but to go to a system without fees.

- a. What is an automated teller machine?
- b. Where do you find ATM counters?
- c. What is the usefulness of ATM card?
- d. How is a user identified at an ATM?
- e. Why banks do not charge ATM fees?
- f. Make a note of the above passage.
- g. Supply a suitable title to the above pass.

1. Read the following passage carefully and do as directed

Soon we had left behind the smoky art of the city and had reached the country station where our walk was to begin the sun was shining and there was cool gentle. We decided to go on a walk called four miles square it has four equal sides, each about four miles in length and on a map looks like a rough square. It is famous breeze to make it just right for walking because each side passes through a different kind of country. We started up in high punts along the first side, which followed a river, planning to have a swim and our first meal before we left it. Before long we came to a gate near which there was a notice, "Beware of the Bull". We were very annoyed. Our path ran through this field and as it was public foot path, the farmer had no right to put a dangerous animal in it "Oh, but it's all right", my friend said, "The bull is tied up, Come on I followed because I could see for myself a strong rope tied to the ring at its nose at one end and round a large tree at other. We felt very bold and walked nearer, waving handkerchief just to show that we weren't afraid. The bull began to walk towards us and did not stop, "He seems to have a long rope, I said walking more quickly. The bull too was walking more quickly. Then at the same moment we both saw that the rope was broken, and without another word we began to run. We were half-way across the field, but did not take us long to reach the gate again. We jumped over, very much out of breath, and looked back to see the bull quietly examining a bag of food. "That was a clever trick of mine, wasn't it?" said my friend "I dropped the food on purpose to drive away the bull's attention

(A) Answer the following briefly :

- (i) How was the atmosphere during the beginning of the journey?
- (ii) What does it mean by "Four Mile Square" ?

(iii) What was the planning of the two travellers and what obstacle did they meet?

(iv) Where was the bull and in which condition ? What mischief they played with the bull ?

(v) What was the consequences ?

3. Read the following:

What makes a job perfect at one time and undesirable at another is simply change .The change may be in yourself, in the position or in the job market. A job could be perfect for you at this time of your life, but you may some day become totally dissatisfied with the very same job for the simple reason that you have changed. Some jobs are rather easy. You may not consider a high salary as important now as you did a few years ago. You may not be able to travel as much as you used to. A job which you were keen on getting a few years ago may not interest you now simply because you have become older and your system of values has changed.

(A) Make a note of the above passage.

(B) Attempt a summary of the above passage based upon the notes you have made

(C) Five meanings of "RETURN" is given. Column. A. Match the meanings with corresponding sentences given under Column B

A( Meanings)

(1) Give back

(ii) Come back

(iii) Profit

(iv) Result

(v) Expectation

B (Sentences)

(a) He didn't work hard. His failure is a

(1) Father will return home by 7pm.

(c) He returned my book in time,

(1) My grandmother always waits for a return to all her efforts.

(e) in business return is not always good.

**Note and summary making**

Read the following passages carefully:

I remember my childhood as being generally happy and can recall experiencing some of the most carefree times of my life. But I can also remember, even more vividly, moments of being deeply frightened. As a child, I was truly terrified of the dark and getting lost. These fears were very real and caused me some extremely uncomfortable moments. Maybe it was the strange way things looked and sounded in my familiar room at night that scared me so much. There was never total darkness, but a street light or passing car lights made clothes hung over a chair take on the shape of an unknown beast. Out of the corner of my eye, I saw curtains move when there was no breeze. A tiny creak in the floor would sound a hundred times louder than in the daylight and my imagination would take over, creating burglars and monsters. Darkness always made me feel helpless. My heart would pound and I would lie very still so that the enemy wouldn't discover me. Another childhood fear of mine was that I would get lost, especially on the way home from school. Every morning, I got on the school bus right near my home—that was no problem. After school, though, when all the buses were lined up along the curve, I was terrified that I would get on the wrong one and be taken to some unfamiliar neighbourhood. I would scan the bus for the faces of my friends, make sure that the bus driver was the same one that had been there in the morning, and even then ask the others over and over again to be sure I was in the right bus. On school or family trips to an amusement park or a museum, I wouldn't let the leaders out of my sight. And of course, I was never very adventurous when it came to taking walks or hikes because I would go only where I was sure I would never get lost. Perhaps, one of the worst fears I had as a child was that of not being liked or accepted by others. First of all, I was quite shy. Secondly, I worried constantly about my looks, thinking people wouldn't like me because I was too fat or wore braces. I tried to wear the right clothes and had intense arguments with my mother over the importance of wearing flats instead of saddled shoes to school. Being popular was very important to me then and the fear of not being liked was a powerful one. One of the processes of evolving from a child to an adult is being able to recognise and overcome our fears. I have learnt that darkness does not have to take on a life of its own, that others can help me when I am lost and that friendliness and sincerity will encourage people to like me. Understanding the things that scared us as children helps to cope with our lives as adults.

Questions:

1. On the basis of your reading of the above passage, make notes using headings and subheadings. Use recognizable abbreviations, wherever necessary.
2. Write a summary of the passage in not more than 80 words using the notes made and also suggest a suitable title.

### **Prose-poetry**

#### **Short type questions ( 2 marks each)**

- 1.(a) what was the narrator's relationship with his father in ' Standing Up For Yourself' ?  
(b) What made Red look older than he really was ?

(d) 'This was my first remuneration as a poet' . -- was the narrator happy with his reward as a poet ?

(e) what was the final wish of the poet in " To My True Friend" ?

a) Explain the expression 'triumphant hatred'?

b) How did the narrator attack Red?

c)What were the two habits remained with the narrator all his life?

d)How did Red ruled the street?

e) How did Red ceased to be the monarch of the street ?

f) How did the friend inspire self-confidence in the poet ?

g) How does the poet cherish the memory of her friend?

h) Why did sir Ralph curse himself?

i)How does the poet express 'cheering power of spring'?

j) How does the poet describe the Inchcape Rock?

K) Write down the characteristics of a good team player?

l)What does the writer mean by 'crab mentality '? Where does its root lie?

m)What does good work ethic imply ?

n) How does hierarchy come in the way of doing a task together in India-?

o) What does the author mean by 'my education was left to the street '?

## **UNIT-2**

**Write at least two synonyms and antonyms of the following words.(1 mark each)**

Abandon, Abhor, Brilliant, Callous, Delusion, Ebb, Erotic, Eternal, Indolent, Noisy , Officious , Crooked, beautiful, answer, awful, pleasant, happy, capable, tool, development, manage, despair, front, peaceful, delay, anger, delicious, destroy, difference, eager, vital, mischievous ,part, aged, predicament, quite, right ,run, amazing, finished.

**Choose the correct option.**

1. Lisa saw \_\_\_\_\_ shooting star yesterday. (a/an/ the)

2. Don't look directly at \_\_\_\_\_ sun. (a/ an/the)

3. Is there any milk left in \_\_\_\_\_ fridge? ( a/an/the)

4. I need to pack \_\_\_\_\_ apple for my lunch. (a/an /the)

5. The dogs were \_\_\_\_\_ given a bone. (Each/ Any/ every)
6. The police spoke separately to \_\_\_\_\_ suspect. ( Every/Each/ some)
7. She was wearing a bracelet on \_\_\_\_\_ wrist. (each/Any/every)
8. She got her license without \_\_\_\_\_ problems. ( Some/ Any/ every)
9. He went with \_\_\_\_\_ younger sisters. (his both/ both his/ two his)
10. I always keep \_\_\_\_\_ money in my wallet for emergencies. (any/ every/some)

**Choose the correct option**

1. How \_\_\_\_\_ money did they steal ?
  - (A) a little
  - (B) few
  - (c) much
  - (D) many
2. A \_\_\_\_\_ of elephants destroyed the plants.
  - (A) litter
  - (B) troop
  - (C) pack
  - (D) hea
3. On Sundays there is not \_\_\_\_\_ traffic along this road
  - (A) many
  - (B) much
  - (C) few
  - (D) several
4. I gave her a \_\_\_\_\_ of flowers.
  - (A) bouquet
  - (B) suit
  - (C) forest
  - (D) cluster

5. How \_\_\_\_\_ books did you buy ?

(A) much

(B) few

(C) many

(D) some

6. He has spilt \_\_\_\_\_ ink on his clothes.

(A) many

(B) few

(C) any

(D) a little

7. A \_\_\_\_\_ of spectators cheered the players.

(A) staff

(B) crowd

(C) crew

(D) gang

8. There is too \_\_\_\_\_ sugar in that drink.

(A) much

(B) many

(C) few

(D) a little

9. It rained heavily. Only \_\_\_\_\_ children came to school.

(A) much

(B) many

(C) a few

(D) a little

10. A flock of \_\_\_\_\_ crossed the country road.

(A) cattle

(B) sheep

(C) lions

(D) wolves

11. There isn't \_\_\_\_\_ food in the house.

(A) Any

(B) many

(C) some

(D) a few

12. How \_\_\_\_\_ boys bought tickets for the show ?

(A) a few

(B) Some

(C) Much

(D) many

13. He spends \_\_\_\_\_ his time watching television.

(A) many of

(B) a great deal of

(C) a few of

(D) a large number of

14. Can you lend me \_\_\_\_\_ ringgit ?

(A) many

(B) any

(C) a few

(D) a great deal of

15. There was \_\_\_\_\_ rain yesterday.

(A) a few

(B) any

(C) a little

(D)many

16.The thieves stole \_\_\_\_\_ goats.

(A)a large number of

(B)a great deal of

(C)much

(D)a little

17.There is only \_\_\_\_\_ tea in the cup.

(A)several

(B)a little

(C)a few

(D)a lot of

18.We don't have \_\_\_\_\_ time to finish this work.

(A)a little

(B)some

(C)much

(D)many

19.I'm very thirsty. Give me \_\_\_\_\_ water.

(A)a few

(B)much

(C)any

(D)some

20.I'm tired. I need \_\_\_\_\_ rest.

(A)a few

(B)plenty of

(C)many

(D)a large number of

**Unit-3**



**Questions having one mark each.**

**Fill-in the blanks with appropriate tense forms of the verbs given in the brackets.**

1. We \_\_\_\_\_ in your native village. (stay)
2. They \_\_\_\_\_ guitar in the function. (play)
3. She \_\_\_\_\_ for a construction company. (work)
4. The teacher \_\_\_\_\_ while the students \_\_\_\_\_. (dictate, write)
5. He \_\_\_\_\_ out since one week. (be)
6. They \_\_\_\_\_ finished the task. (finished already‘).
7. When we \_\_\_\_\_ the stadium, the match \_\_\_\_\_. (reach, started already‘)
8. The child \_\_\_\_\_ dance since morning. (practice)
9. The harmonium \_\_\_\_\_ flawlessly. (play/plays)
10. Sugar \_\_\_\_\_ sweet. (taste/tastes)

**Fill-in the blanks with appropriate modals.**

1. They \_\_\_\_\_ stop making nuisance. (shouldn‘t, wouldn‘t)
2. The old man is honest. He \_\_\_\_\_ pay you back. (could, will).
3. \_\_\_\_\_ I do this for you? (shall, will)
4. We \_\_\_\_\_ obey our parents. (should, ought to)
5. Fishes \_\_\_\_\_ swim. (can, could)
6. The sky is stormy. It \_\_\_\_\_ rain to night. (may, might)
7. I \_\_\_\_\_ be back by 7 pm. (will, Would)
8. \_\_\_\_\_ I go to the field, sir? (can, may)
9. It stopped raining. You \_\_\_\_\_ carry an umbrella. (must, need not)
10. Soldiers \_\_\_\_\_ be dedicated. (should/ought to)
11. Sir, \_\_\_\_\_ you lend me your dictionary please?(can/could)
12. \_\_\_\_\_ I speak to the chairman?(may/can)
13. \_\_\_\_\_ you please tell me how to reach the railway station?(could/would)
14. Mother, \_\_\_\_\_ you give me something to eat?(can/could)
15. \_\_\_\_\_ you mind explaining the same concept again?(would/could)
16. \_\_\_\_\_ I use your phone ,uncle?
17. I \_\_\_\_\_ carry the luggage for you?(will/can)
18. \_\_\_\_\_ I get a taxi for you?(shall/will)
19. \_\_\_\_\_ I cook you, mother? (Can/will)
20. Sir, if you want I \_\_\_\_\_ buy the medicines for you?(could/shall)
21. I \_\_\_\_\_ be happy to have a stroll with you?(could/would)
22. It’s a lovely day. \_\_\_\_\_ we go for a walk? (Can/shall)
23. When I was a child I \_\_\_\_\_ run very fast.(can/could)
24. Mrs Jane \_\_\_\_\_ write short stories when she was in school . (could/should)
25. This house is too small. We \_\_\_\_\_ sell it and buy a bigger one.(may/can)
26. Travelling \_\_\_\_\_ sometimes be painful. (Can/may)
27. Smoking \_\_\_\_\_ cause cancer (may/can)
28. Tapas has done really well in the exam. He \_\_\_\_\_ have worked very hard.  
(Must/should)
29. She has gone swimming. She \_\_\_\_\_ have been ill .(mustn‘t/can‘t)

30. If you don't feel well you \_\_\_\_\_ see the doctor. (Must/should)
31. They really looked after you well. You \_\_\_\_\_ write a letter of thanks.(should/ought to)
32. I \_\_\_\_\_ have taken the advice of my father, but I didn't.(must/should)
33. I have got a bad headache. I \_\_\_\_\_ go to see the doctor. (Must/should)
34. My teacher has given me fifty sum to workout .I \_\_\_\_\_ work late till late night.(must/had to)
35. You \_\_\_\_\_ drive this car.lts break doesn't work.(mustn't/needn't)
36. You \_\_\_\_\_ buy this book . you can get it from the library.( mustn't/needn't)

**Supply suitable verb in agreement with its subjects to fill-in the blanks.**

1. Petroleum \_\_\_\_\_ a natural resource.
2. Either he or his wife \_\_\_\_\_ made this plea.
3. Such information \_\_\_\_\_ entertaining.
4. The lady with her children \_\_\_\_\_ waiting at the bus stop.
5. The thirds of the temple \_\_\_\_\_ in twins.
6. Neither of the systems \_\_\_\_\_ perfect.
7. Two litres of oil \_\_\_\_\_ not a big quantity.
8. Two and two \_\_\_\_\_ four.
9. These glasses \_\_\_\_\_ not mine.

**Change the voice of the following sentence**

1. They elected him their leader.
2. Are you writing a letter?
3. She will write a poem.
4. He did not buy a book.
5. They are eating.
- 6.The troop sings patriotic songs only.
- 7.He gifted me a toy.

## UNIT-4

**Questions having 5 marks each.**

**Write a paragraph on :**

- 1-Annual sports events of your institution.
- 2-Vigilance awareness camp organized in your institution .
- 3-Observation of road safety week in your institution.
- 4-Observation of Van Mahotsav in your institution.
- 5-Observation of world youth skill day in your institution.

**Personal letter/ formal Letter**

1. Writing a letter to your friend inviting him/her to your birthday celebration.
2. Write a letter to your father asking him to send money for your expenses.
3. Write an application to your principal requesting him to allot a seat for you in hostel.
4. Your friend has met with an accident and will not be able to attend the forthcoming semester examination. Write a letter of consolation to him/her.

**Notice Writing:-**

- 1 You have found a mobile phone in college common room . Draft a notice for the college notice board giving your details.
- 2 As a student editor of your college magazine, draft a notice board inviting article sketches from students of all classes.
- 3 You are Ganga jamuna society housing Society . You are going to organize a blood donation camp . Write a notice urging the members of your society to come in large numbers for this noble cause.
- 4 You are the athletic secretary of your institute. Your institute is going to organise a three - day's workshop on Hockey at inter-polytechnic level. Draft a notice giving all details.
- 5 Imagine you are a cultural secretary of your Institution; now draft a notice regarding a blood donation camp which will take place, c) Imagine you are a joint secretary of your Institution; now draft a notice regarding proper parking of vehicle by the students
- 6 **You are Ruhi/Rahul, head girl/boy of ABC convent school. Your school is going to organize an inter-school singing competition. Write a notice for your school notice board inviting names of all the interested students**
- 7 **As** Principal of Sardar Patel Vidyalaya, Lucknow, draft notice in not more than 50 words informing students of the change in school timings with effect from the 1st of October. State valid reasons for the change
- 8 You are Secretary of the History Club of Vidya Mandir School. Draft a notice in not more than 50 words informing students of a proposed visit to some important historical sites in your city.
- 9 You have found an expensive geometry box in the school playground. Draft a notice in not more than 50 words for the college notice board. You are Ra'Rani,5,th semi,civil engg.of Govt polytechnic Jaipur. **Odisha.**

- 10 Your school has planned an excursion to Lonavala near Mumbai during the autumn holidays. Write a notice in not more than 50 words for your school notice board, giving detailed information and inviting the names of those who are desirous to join. Sign as NaresfyNamita, Head Boy/Head Girl, D.V. English School, Thane, Mumbai

### **Business Letter**

1. You are Suverna chemicals ,C/134, Gajapati Nagar , Berhampur dealing with indoor cleansers . Draft a letter of complaint to Sadasiva Chemicals and Chemicals and Chemicals ,Binod Bihari, Baripada -12. Who has supplied you duplicate materials.
2. You are Zenith Transport , Bada Bazar , Berhampur. You have received damaged tubes and tiers from your distributor Highway and Highway Suppliers , College Street, Calcutta. Draft a letter of complaint .

### **C.V.**

#### **1.**

1) Read the following advertisement

Gupta Deos and Perfumes

North Commercial Area

Baripada

Odisha

No. BBN/04/2019

28th April 2019

We are a well doing sector in cosmetics specially deos and perfumes in Odisha. We need 03 junior Engineers in Chemical Engineering for our production unit. Qualification: Diploma in Chemical Engineering, Experience: 01 year: Age Not more than 26 as on dt. 01.01.2019. Salary negotiable with free housing and fooding. Apply within 10 days to the undersigned.

Manager

HR

ABC Co.(P) Ltd., Hydrabad

Now draft a job application and attach your CV to it. Don't write your original identity instead write Mr. X, Phone No IXXXXXXXXXX, etc.

3. You are Manish/Manisha Mohanty. You have passed Diploma in Mechanical Engineering from B.O.S.E CUTTACK. You have 2 years experience as junior manager in S.R.STEEL,JAJPUR . You are a dynamic professional with excellent communication and interpersonal skill. You are proficient in MS\_DOS ,Microsoft Windows, and word .Design a resume with forwarding letter for the post of Junior manager in JSL,Kalinganagar,Jajpur Road.

## **Unit-5**

### **Questions having 5marks each.**

- 1) Body language communicates significantly. Explain with reference to postures and gestures.
- 2)What does nearby audio signal? Explain with examples. State merits and demerits of audio signal.
- 3)Proxemics is the study of what ? Discuss its different areas.
- 4)What do you mean by Non-verbal Communication or body language? Explain.
- 5) Write a detailed note on non-verbal communication.
- 6)Communication is not complete without non-verbal communication justify.
- 7)Discuss the objectives of formal or professional communication.
- 8) What are the merits and demerits of downward communication?
- 9) Discuss the advantages and disadvantages of parallel communication.
- 10) Make notes on merits and demerits of upward communication in an organization.
- 11)Write a note on formal communication channels in an organization.
- 12) Discuss about the informal communication in an organization.
- 13) What is grapevine? How can management use it to influence the morale of the employees.
14. Define communication and discuss the factors responsible for this process.
- 15.. Vividly discuss the role of feedback in a communication process.
- 16.. Write a note on the stages of communication.
17. Explain —Encoding and —Decoding .

### **Questions having 2.5 marks each.**

Give short notes on:

- (a) Inter personal communication
- (b) Importance of audience and its purpose

- (c) Sender
- (d) Receiver
- (e) Noise
- (f) message
- (g) One-way communication
- (h) Two-way communication
- (i) Personal space
- (j) Audience
- (K) Audio-signal
- (l) visual-sign