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| **Roll No––––––** |  |
| **Time allowed : 3 hours** | **Maximum marks : 100** |
| **Total number of questions : 7** | **Total number of printed pages : 3** |

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| **NOTE : Answer all questions.** |
| **Marks** |

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| 1. | Rewrite any ten of the following sentences as directed : | | 1each |  |
|  | (i) | His feet were \_\_\_\_\_ and hair undressed. Who will \_\_\_\_ this loss ? (Fill in the blanks choosing a suitable word — Bear/Bare.) |  | (0) |
|  | (ii) | He \_\_\_\_\_\_ an altogether new device to save labour. (Fill in the blank choosing a suitable word – Discovered/Invented.) |  | (0) |
|  | (iii) | Whose gain is it ? (Write antonym of the underlined word.) |  | (0) |
|  | (iv) | There is utter confusion. (Write synonym of the underlined words.) |  | (0) |
|  | (v) | He did not however gain a big prize (Put punctuation mark(s) wherever necessary.) |  | (0) |
|  | (vi) | He is \_\_\_\_\_\_\_\_ and she is \_\_\_\_\_\_\_\_\_. (Fill in the blanks choosing a suitable word — Beautiful/Handsome). |  | (0) |
|  | (vii) | A person who sells or arranges cut flowers is called \_\_\_\_\_\_\_. (Fill in the blank with a suitable word.) |  | (0) |
|  | (viii) | Mrs. Saxena teaches us Business Communication. (Change the voice.) |  | (0) |
|  | (ix) | He promised to soon send the article. (Improve the sentence.) |  | (0) |
|  | (x) | An advertisement: Wanted furnished \_\_\_\_\_\_\_. (Fill in the blank choosing a correct word – acomodation/ accomodation/accommodation/acommodation.) |  | (0) |
|  | (xi) | Mohan is loyal to his company. (Add a negative prefix to the underlined word.) |  | (0) |
|  | (xii) | He liked the novel too much and wanted to meet the \_\_\_\_\_\_\_\_. (Fill in the blank by adding suitable suffix to the underlined word.) |  | (0) |
|  | (xiii) | ASSOCHAM has invited the Finance Minister to its annual meeting. Give full form of the acronym — ASSOCHAM.) |  | (0) |
|  | (xiv) | Narmada Dam Project continues to be a subject of dispute between States. (Substitute the underlined words by an idiom.) |  | (0) |
|  | (xv) | The Principal is a member of the managing committee of the school by virtue of his office. (Substitute the underlined words with Latin expression.) |  | (0) |
| 2. | State, with reason(s), whether the following statements are true or false. Your answer to each statement should not exceed 30 words. Attempt any ten : | | 1each |  |
|  | (i) | Decoding takes place only once in the process of communication. |  | (0) |
|  | (ii) | Feedback makes communication effective. |  | (0) |
|  | (iii) | A good system of communication makes use of both oral and written messages. |  | (0) |
|  | (iv) | Colour does not communicate. |  | (0) |
|  | (v) | Two crossed bones under a skull convey nothing. |  | (0) |
|  | (vi) | Oral communication is very popular in all kinds of organisations. |  | (0) |
|  | (vii) | Time also communicates. |  | (0) |
|  | (viii) | Office orders refer to upward communication. |  | (0) |
|  | (ix) | To communicate an information by a superior to his subordinate(s), he often makes use of office notes. |  | (0) |
|  | (x) | There is no prescribed format (layout) to write a business letter. Hence, one can write it in any manner one likes. |  | (0) |
|  | (xi) | E–mail is the fastest and the cheapest mode of sending messages. |  | (0) |
|  | (xii) | An invoice or a proforma invoice is one and the same thing. |  | (0) |
|  | (xiii) | Dematerialisation means converting raw material into finished product. |  | (0) |
|  | (xiv) | A telegraph department employee has no means to identify whether the telegram is to be processed immediately or in the normal course. |  | (0) |
|  | (xv) | The matter of advertisement, notice or appeal for publication in a newspaper can be as lengthy as we like, because it costs nothing. |  | (0) |
| 3. | One of the well–known companies in which you have been working for the last three years has been offering you a good pay, good perquisites and good working environment. Recently, you have received a much better offer from one of the most prestigious computer companies in India located in Kolkata and you have decided to join it. Draft a tactfully worded letter of resignation with one month’s notice without hurting your employer or letting him feel that you are ungrateful. | | 15 | (0) |
|  | **OR** | |  |  |
|  | You are the Company Secretary of Jolly Ltd. The company has its registered office at Nanubhai Amin Marg, Industrial Area, P.O. Chemical Industries, Vadodara – 390 003 (Gujarat). Draft a letter to a shareholder who had complained to you about non-receipt of the latest annual report. | | 15 | (0) |
| 4. | Attempt any three of the following : | | 5each |  |
|  | (i) | Amba Valley School, Kochi promoted by the Each–One Teach–One Education Trust, wants to recruit creative and innovative educators (Teachers) to teach different subjects to children from class VI to XII.  Draft an advertisement for publication in ‘Appointments Supplement’ of a national newspaper. Application with complete bio–data along with a passport size photograph is to be submitted by 30th June, 2006. |  | (0) |
|  | (ii) | Your company has decided to import 100 MT of Green Mung Beans @ US$500 per MT from Sin Phyu Kyun Company Ltd., Yangon, Myanmar. The payment is to be made by way of an irrevocable letter of credit (L/C) at site. In the process of opening the L/C, your bankers noticed discrepancy in total amount in words and figures. Send a fax message to the exporter to send a corrected sales contract, without which the L/C cannot be opened. |  | (0) |
|  | (iii) | You are the Company Secretary of a reputed listed company. Your company has been adjudged as the best governed company in private sector category and awarded ICSI National Award for Excellence in Corporate Governance 2005, an award instituted by the Institute of Company Secretaries of India. Draft a press release highlighting your companys achievements. |  | (0) |
|  | (iv) | Read the following Tender Notice and answer the questions given at the end : |  | (0) |
| 5. | Attempt any three of the following : | | 5each |  |
|  | (i) | Draft a show cause notice to an employee for persistently coming late. |  | (0) |
|  | (ii) | You are HR Manager at the Head Office. Draft an office order transferring Subhash, Accountant from Pune Branch to Patna Branch. |  | (0) |
|  | (iii) | You are Manager–Administration. The Stores Section, a part of your department is to undergo annual stock taking on 29th–30 th June, 2006. Hence, no despatches would be possible. Draft an office note to be sent to all departments in your organisation informing them of the above. |  | (0) |
|  | (iv) | Federation of Indian Chambers of Commerce and Industry in association with Builders Association of India is organising International Exhibition and Conference on Building Materials and Construction Technologies from 18th to 21st June, 2006 at Pragati Maidan, New Delhi (Timings:10.00 to 18.00 hours). Draft a circular letter inviting all the Architects registered with the Council of Architecture. |  | (0) |
| 6. | Write an essay of about 300 words on any one of the following : | | 15 |  |
|  | (i) | Gold — a good investment |  | (0) |
|  | (ii) | BPO — an opportunity |  | (0) |
|  | (iii) | Mutual fund |  | (0) |
|  | (iv) | Women entrepreneurs. |  | (0) |
| 7. | Make a precis of the following passage in about one–third of its length and suggest a suitable title (Use precis–sheet given at the end of the answer book) :  The Kashmir earthquake, hurricane Katrina and Rita, floods in Mumbai and Guatemala, the Indian Ocean Tsunami – is the world entering an era of more frequent natural catastrophes ? In its 2005 World Disaster Report, released this month, the International Red Cross counted 360 natural disasters in 2004, up from 239 in 1995. But the truly striking features is the sharp increase in the number of people killed by catastrophes : 9,01,177 from 1995 to 2004, according to Red Cross, compared to 6,43,418 people in the previous decade.  One explanation for the numbers is beyond dispute : population growth. More and more people are living in at–risk areas, whether its the hurricane hit coast lines of Florida, the flood plains of eastern China or earthquake zones of Indonesia. Even in Alpine Kashmir, where the latest quake struck, the population has increased by an estimate of 60% between 1981 and 2000. No matter where natural disasters hit, they will affect more people today than they would have done in the past –– and will affect more still, tomorrow. Bangladesh, prone to floods and earthquakes could add upto 100 million people to its population of 144 million by 2050.  We can’t easily change demographics, and we can’t prevent earthquakes or hurricanes from happening. So preparation against nature’s hammer blows will become increasingly vital, especially in Asia, where an estimated 90% of the people affected by disasters over the past decade live. Earthquake experts refer to the ‘seismic gap’ – the difference between rich and poor cities abilities to withstand an earthquake. In 1989 for example, a 7.1 magnitude quake killed 63 people in San Francisco; in 2003, by contrast a 6.5 temblor destroyed 80% of the city of Bam in Iran, and killed 26,000 people. Closing the seismic gap doesn’t need cost the earth – Bangladesh has managed sharply to cut death rates from flooding simply by building platforms that allow to escape high water. But it has to be done. A 2004 study by Tear fund, a Christian relief agency, found that less than 10% of the money spent on disaster aid by government agencies and the World Bank went to preparation. If that doesn’t change, we may look back on 2005 as an easy year.  *(370 words)* | | 15 | (0) |