

All questions are compulsory.

All questions carry equal marks.

Q1. Write short notes on any four of the followings

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1. English as an International language and variety of English
2. Significance and ways of effective communication in English
3. Listening for academic and professional development
4. Formal and informal communication in spoken English
5. Reading for different purposes
6. Features of effective writing skills.

Q2. Read the following passage and answer the question given below:

The art of living is learnt easily by those who are positive and optimistic. From humble and simple people to great leaders in history, science or literature, we can learn a lot about the art of living, by having a peep into their lives. The daily routines of these great men not only reveal their different, maybe unique life styles, but also help us learn certain habits and practices they followed. Here are some; read, enjoy and follow in their footsteps as it suits you. A private workplace always helps. Jane Austen asked that a certain squeaky hinge should never be oiled so that she always had a warning whenever someone was approaching the room where she wrote. William Faulkner, lacking a lock on his study door, detached the doorknob and brought it into the room with him. Mark Twain's family knew better than to breach his study door—they would blow a horn to draw him out. Graham Greene went even further, renting a secret office; only his wife knew the address and the telephone number. After all, every one of us needs a workplace where we can work on our creation uninterruptedly. Equally we need our private space too! A daily walk has always been a source of inspiration. For many artists, a regular stroll was essentially a creative inspiration. Charles Dickens famously took three hour walks every afternoon, and what he observed on them fed directly into his writing. Tchaikovsky could make do with a two-hour jaunt but wouldn't return a moment early; convinced that doing so would make him ill. Ludwig van Beethoven took lengthy strolls after lunch, carrying a pencil and paper with him in case inspiration struck. Nineteenth century composer Erik Satie did the same on his long hikes from Paris to the working-class suburb where he lived, stopping under street lamps to jot down ideas that came on his journey; it's rumoured that when those lamps were turned off during the war years, his music declined too. Many great people had limited social life too. One of Simone de Beauvoir's close friends puts it this way. 'There were no receptions, parties. It was an uncluttered kind of life, a simplicity deliberately constructed so that she could do her work'. To Pablo the idea of Sunday was an 'at home day'.

The routines of these thinkers are difficult. Perhaps it is because they are so unattainable. The very idea that you can organize your time as you like is out of reach for most of us, so I'll close with a toast to all those who worked with difficulties. Like Francine Prose, who began writing when the school bus picked up her children and stopped when it brought them back; or T.S. Eliot, who found it much easier to write once he had a day job in a bank than he had as a starving poet and even F. Scott Fitzgerald, whose early books were written in his strict schedule as a young military officer. Those days were not as interesting as the nights in Paris that came later, but they were much more productive and no doubt easier on his liver. Being forced to follow someone else's routine may irritate, but it makes it easier to stay on the path. Whenever we break that trail ourselves or take an easy path of least resistance, perhaps what's most important is that we keep walking.

Q. Answer the followings:

1-How can we learn the art of living?

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2-Who were the three authors who had private workspaces?

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3-How did the family of Mark Twain used to draw him out of his workplace?

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4-Which style did the famous composer Erik Satie follow?

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5-During which time Francine Prose used to write?

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Q3. Attempt any four of the following questions:

A. Draft a speech on the topic "My Favourite Book".

B. Draft a self-introduction of a fresher for any job interview.

C. Develop a conversation between two friends on women in politics.

D. Draft a speech to introduce a chief guest for any event.

E. Draft a vote of thanks for your college annual function.

Q4. A. Write an application letter with a bio data in response to the following advertisement:

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"Wanted an experienced lecturer to teach all subjects at a reputed college in Mumbai. Apply to Box No. 048. The Times of India Mumbai-400001.

B-Draft RTI queries for the following:

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Your application for Pan card has not been preceded in spite of having submitted all documents required.

C. Draft an Email on any one of the following.

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1- Draft an e-mail to your principal of your college asking for a duplicate mark sheet, since you have misplaced the original one.

2-You have been offered a position of receptionist in a reputed company, draft an e-mail stating that you wish to accept this job offer. Mention the date of joining.
