



Notes : 1. Answer all questions.

1. Assuming that you are the purchase officer of Duro Garments Enterprises, Hoshipur Road, Rohtak -124003. Place an order for the following items with the modern furniture mart, Sadar Bazar, New Delhi -110008. 8
- Office Chairs 20
 - Steel almirahs 07
 - Wooden tables 15
 - File racks 23
- OR**
2. An electronic gadget purchased by your department last month is not functioning properly. Complain to the manufacturer who has given you a guarantee for one year. 8
3. As the work Manager, you have been asked to investigate the accidents and fires caused by electricity in the last six months in your factory. Write a report paying special attention to their causes, the extent of damage on each occasion and also suggest preventive measures. Invent all the necessary details. The report is to be circulated to the members of the Board of Directors of the Company. 8
- OR**
4. Your company is planning to launch a new product. Prepare a report detailing the market survey done for sensing consumer demands and the rivalry prospects posed by other brands manufacturing the same product. 8
5. a) Do as Directed. 4
- i) Some beans are at least as nutritious as meat. (change the degree of comparison)
 - ii) I know her. (change the voice)
 - iii) Who does not know the owl? (change into assertive sentence)
 - iv) Only Indians are admitted. (make a complex sentence)
- b) Bring out the difference in the meaning of the following confusing words by using them in the sentences of your own: 4
- i) Little, A Little
 - ii) Older, Elder
- c) Correct the following sentences. 4
- i) He has eaten two breads.
 - ii) I have ordered for three cups of coffee.
 - iii) None of the students were happy with the teacher.
 - iv) She is scared by thunders and lightnings.

- d) Make words by adding following suffixes. 2
i) – mony
ii) – ism

OR

6. a) Write two synonyms and two antonyms of the following words. 4
i) Diligent
ii) Fair
- b) Give the meaning of the following pair of words and use them in the sentences of your own 4
i) Cereal, Serial
ii) Muscle, Mussel
- c) Make sentences by using the following patterns. 4
i) subject + verb + direct object
ii) subject + verb + noun / pronoun + adjective
iii) subject + verb + indirect object + direct object
iv) subject + verb + noun/ pronoun + to-infinitive
- d) Substitute the following with one word. 2
i) A person's first speech.
ii) One who is eighty years old.

7. i) Write a short note on 'Non verbal communication.' 5
ii) What are the different techniques of interview? 5

OR

8. i) What qualities people judge in group discussion? Explain. 5
ii) What are the intrapersonal barriers to communication? 5
