

Subject:English and Communication Skills-II

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Short answer Questions

Q.1 Draft a notice calling the meeting and fixing its agenda of the managing committee of an industrial unit.

Q.2 Draft a notice regarding the loss of your money bag.

Q.3 Draft a press relief about the inauguration of your college library.

Q.4 Draft a telephonic message for extension in the leave.

Q.5 Draft a circular from the principal to the HOD of your college for the timely completion of syllabus before the examination.

Q.6 Draft a notice of sports kit bag found in the stadium.

Q.7 Describe the grandmother routine in the village?

Q.8 What was the happiest moment of the day for the grandmother?

Q.9 Describe in your own words the last hours of the grandmother?

Q.10 What request did the child make to his parents?

Q.11 Give a description of the festival of the spring?

Q.12 What was the occupation of the Kalam's father?

Q.13 What did Kalam do in his childhood to contribute his father's income?

Q.14 How did Kalam get his higher education?

Q.15 Who was Abraham Lincoln ?

Q.16 Describe the last stage of the man?

Q.17 How does the poet describe an infant?

Q.18 Why does the hill side look so beautiful?

Q.19 In Pipa song why the poet has faith in divine power?

Q.20 Sketch in your own words the unhappy condition of the unemployed youth?

Long answer Questions

Q.1 Give a pen portrait of Khushwant Singh's grandmother.

Q.2 Give a life sketch of Dr. Abdul Kalam.

Q.3 Give central idea of the poem "A view point".

Q.4 Give central idea of Pipa's song.

Q.5 Give a pen portrait of the old man from "The refugees".

Q.6 Give the central idea of the poem "All the world is a stage".

Q.7 Give the central idea of the poem "Say not the struggle naught availeth".

Q.8 Draft a letter placing an order for stationary goods.

Q.9 Draft the letter to the registrar, Punjab state technical board requesting him to declare your withheld result.

Q.10 Draft a letter cancelling an order for stationary goods.

Q.11 Draft the letter to the registrar, Punjab state technical board requesting him to change your center of examination.

Q.12 Give the summary of "The portrait of lady".

Q.13 What was the condition of child after he lost in the fair?

Q.14 What does Abraham Lincoln expect the head master to teach his son.

Q.15 Explain the seven different stages of man?

Q.16 Why did the child lose all interest in the fair?