

3. Match the words under Column A with their meanings under Column B :

Column A

Precarious

Grudging

Radiant

Complacent

Ingenious

Conspicuous

Column B

Clever

Prominent

Satisfied

Shining

Unsafe

Complaining

5

4. Write a report to the senior manager about the need of the extensive advertising campaign for the sale of the products of your company.

OR

Write a report on setting up of a computerized English Lab to teach English Language and Communication Skills. 10

5. Write a précis of the following passage and suggest a suitable title :—

When we survey our lives and efforts, we soon observe that almost the whole of our actions and desires are bound up with the existence of other human beings. We notice that the whole of nature resembles that of social animals. We eat food that others have produced, wear clothes that others have made, and live in houses that others have built. The greater part of our knowledge and beliefs has been passed on to us by other people through the medium of a language that others have created. Without language and mental capacities, we would have been poor indeed comparable to higher animals.

We have therefore to admit that we owe our principal knowledge over the least to the fact of living in human society. The individual if left alone from birth would remain primitive and beast-like in his thoughts and feelings to a degree that we can hardly imagine. The individual is what he is and has the significance that he has not much in virtue of individuality, but rather as a member of a great human community, which directs his material and spiritual existence from the cradle to the grave. (193 words) 5

6. What is the difference between video conferencing and teleconferencing ?

OR

Write a detailed note on PowerPoint Presentation. 5

7. Draft Curriculum Vitae for the post of Manager of a Five Star Hotel.

OR

Write Curriculum Vitae for the post of Assistant Professor in Commerce. 5