

(i) Printed Pages : 4 Roll No.

(ii) Questions : 10 Sub. Code :

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Bachelor of Arts (FYUP) 2nd Semester
(2056)

ENGLISH

Paper : Language Skills : Reading & Writing
(Other than B.A.)

Time Allowed : 1½ Hours] [Maximum Marks : 30

Note :- (1) Question No. 1 (Section-A) is compulsory. Attempt **two** questions from Section-B and **two** questions from Section-C.

(2) Write legibly. Attempt all parts of a question together.

(3) Cross all the blank pages in the answer-sheet.

SECTION—A

1. Short Notes — Attempt any **two** out of the following **five** in not more than **150** words each:

(a) Define skimming and explain how it differs from scanning in reading techniques.

(b) Discuss the purpose of close reading.

(c) What are the characteristics of a formal report?

(d) Explain the concept of Topic Sentences in paragraph writing.

(e) Describe the basic structure of a formal letter. 5+5=10

SECTION—B

Attempt any **two** questions out of the following **four**:

2. Read the following passage carefully and answer the questions given below:

Time management is a crucial skill that can significantly impact one's productivity and overall well-being. By effectively managing time, individuals can prioritize tasks, meet deadlines, and reduce stress. One key aspect of time management is setting clear, achievable goals. Breaking down large projects into smaller, manageable steps makes them less overwhelming. Additionally, eliminating distractions—such as excessive social media use—allows for better focus. Using tools like planners or digital calendars can help in organizing daily schedules. Ultimately, those who master time management find they have more freedom for leisure and personal growth.

Questions :

- (1) What is a primary benefit of effective time management?
- (2) How can large projects be made less overwhelming?
- (3) Mention one common distraction that should be eliminated for better focus.
- (4) How do planners or digital calendars assist an individual?
- (5) What is the ultimate outcome for those who master this skill?

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3. Summarise the following passage in your own words (in about 100-120 words) :

Environmental conservation is the practice of protecting the natural environment on individual, organizational, or governmental levels. The primary objective is to conserve natural resources and the existing natural environment and, where possible, to repair damage

and reverse trends. Factors like overconsumption, population growth, and technology have caused environmental degradation. To combat this, we must focus on the "Three Rs": Reduce, Reuse, and Recycle. Protecting biodiversity is also essential, as every species plays a role in the ecosystem. Sustainable living choices, such as reducing plastic use and planting trees, can make a significant difference. Education and awareness are the most powerful tools to ensure a greener planet for future generations. 5

4. Paraphrase the following passage :

Digital literacy is no longer just an advantage; it is a necessity in the 21st Century. It involves the ability to find, evaluate, and communicate information through various digital platforms. Being digitally literate means understanding how to use technology safely and responsibly while avoiding pitfalls like misinformation and cyber threats. In the professional world, most careers now require a high level of technical proficiency. Furthermore, digital literacy empowers citizens to engage more effectively in modern society, from online banking to participating in democratic processes. 5

5. Study the data given below which shows changes in mobile phone users in a city from 2015 to 2025. Write a paragraph interpreting the data :

Study Method	2015	2025	
Physical Textbooks	65%	22%	
E-books & Online PDFs	15%	48%	
Video Lectures (YouTube/LMS)	10%	55%	
Group Study Sessions	40%	55%	
AI-assisted Learning Tools	0%	62%	5

SECTION—C

Attempt any **two** questions out of the following **five** :

6. Write a paragraph on the topic: Importance of Discipline in Student Life. 5
7. Make Notes (in points) of the following passage :
Effective communication is the backbone of healthy relationships and professional success. It involves not only speaking clearly but also active listening. Active listening requires giving full attention to the speaker, understanding their perspective, and responding thoughtfully. Non-verbal cues, such as body language and eye contact, play a vital role in how a message is received. In a workplace, clear communication prevents misunderstandings and fosters a collaborative environment. Empathy is another key component, allowing individuals to connect on a deeper level. Developing these skills takes practice but leads to much more meaningful interactions. 5
8. Your name is Rahul/Riya. Write a letter to your younger brother advising him on the importance of physical exercise and a balanced diet during his hostel life. 5
9. Write a resume for the post of a Graduate Trainee in a Marketing Firm. 5
10. Your name is Aryan/Ananya. As the Secretary of the Literary Society, write a report on the "Annual Book Fair" organized by your college last week. (Include introduction, event highlights, student response, and conclusion.) 5