



Notes : 1. Answer **all** questions.

1. As a purchase manager of Satyam computers, a Naidu Road, Hyderabad 500007, you had ordered two dozen personal computers from Hindustan computers Limited, 140 M.G. Road, Bangalore – 500001. When the consignment arrived, you found some of the pieces in the damaged condition. write a complaint letter to the sales manager of the company asking for repair, replacement or compensation. **8**

OR

2. Write a letter of enquiry for leather purses, bags and other goods, asking for all details regarding variety, colour, price list etc. for a shop you are opening in a developing mode of your city. Use the Block form for your letter. **8**
3. The management of modern Institute of Technology, Mumbai is greatly concerned about growing absenteeism among the employees of its various divisions you, as the personal manager, HRD, have been asked to investigate the causes of absenteeism and submit a report to the managing Director. **8**

OR

4. A company is considering a proposal to establish a new factory in your town. The managing director has asked you to write a report on suitability of the place for the establishment of this factory. **8**

5. A) Do as Directed **4**

i) He asked his friend, " Can you tell me why Rajesh left the hostel?"
(Change the Narration)

ii) Brutus was not without love for Caesar.
(Change into Affirmative sentence)

iii) He Spoke too fast to be understood.
(Remove 'Too')

iv) He finished his exercise and put away his books.
(Change into simple 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) Few, A few,

ii) In, Into

- c) Correct the following sentences. 4
 i) The number of students are increasing.
 ii) He as well as his friends are to blame.
 iii) He Married with an European lady.
 iv) He wrote a best book.
- d) Make Words by adding following prefixes. 2
 i) Over
 ii) Under

OR

6. a) Write two synonyms and two Antonyms of the following words. 4
 i) Ability
 ii) Famous.
- b) Give the meaning of the following pair of words and use them in the sentences of your own. 4
 i) Berth, Birth
 ii) Vacation, vocation.
- c) Make the sentences by using the following patterns. 4
 i) Subject + Verb + Subject complement.
 ii) Subject + Verb + Noun/ pronoun + Present Participle.
 iii) Subject + Verb + Indirect Object + Direct Object.
 iv) Subject + Verb + Gerund
- d) Substitute the following with one word. 2
 i) One who is all powerful.
 ii) A very tiny person.

7. i) What is an interview? How should a candidate prepare for an interview? 5
 ii) Write a short note on upward communication. 5

OR

8. i) What do you mean by a 'barrier' to communication? 5
 ii) What is a group discussion and what is its ideal number of participants? 5
