

(i) Printed Pages : 6 Roll No. ....

(ii) Questions : 8 Sub. Code : 

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**B.A./B.Sc. (General) 2<sup>nd</sup> Semester  
(2054)**

**FUNCTIONAL ENGLISH**

**Paper : Writing : Communication Skills and Study Skills**

**Time Allowed : Three Hours] [Maximum Marks : 90**

**Note :— (1) All questions are compulsory.**

**(2) Attempt all parts of a question together.**

**1. Make a precis of the following passage and give a suitable title :**

Procrastination is the act of putting off doing something important till a later date. Most of us Procrastinate now and then. We may make big plans such as cleaning the house or starting on a diet but never carry them out. We may feel reluctant to take risks or try something new. Some of us blame others or situations for our unhappiness or to avoid doing something. While it's only an occasional problem for most, procrastination can be a chronic stumbling block for some. There are many reasons for procrastinating. The first is that we may dread taking on a difficult or boring job. The other reason is fear of failure. When a task is

perceived as long or difficult, many will procrastinate simply because there is no immediate gratification. For example, we may put off dieting because it could take months to lose those ten pounds. Fear of failure often comes into play at school where performance is evaluated and can affect our future success. A student may put off studying for a test until the last minute. Lack of time spent studying is a more desirable explanation for failure than lacking intelligence to learn something. However, that one extra day (and the cake) does make a difference. Procrastination causes stress, anxiety and a feeling of failure. Students who fear failure ultimately face failure when they do not prepare for tests or start projects on time.

**OR**

**Read the following passage and prepare notes with headings and sub-headings :**

Conversation is indeed the most easily teachable of all arts. All you need to do in order to become a good conversationalist is to find a subject that interests you and your listeners. There are, for example, numberless hobbies to talk about. But the important thing is that you must talk about other fellow's hobbies rather than your own. Therein lies the secret of your popularity. Talk to your friends about the things that interest them, and you will get a reputation for good fellowship, charming wit, and a brilliant mind. There is nothing that pleases people so much as your interest in their interest. It is just as important to know what subjects to avoid and what



subjects to select for good conversation. If you don't want to be set down as a wet blanket or a bore, be careful to avoid certain unpleasant subjects. Avoid talking about yourself, unless you are asked to do so. People are interested in their own problems, not in yours. Sickness or death bores everybody. The only one who willingly listens to such talk is the doctor, but he gets paid for it. To be a good conversationalist you must know not only what to say, but how to say it. Be mentally quick and witty. But don't hurt others with your wit. Finally try to avoid mannerism in your conversation. Don't bite your lips or click your tongue, or roll your eyes or use your hands excessively as you speak. 15

2. Write a report to be printed in a newspaper on a devastating earthquake that affected your city.

**OR**

Write a report on encroachment in the city markets. 15

3. Write a letter to the editor of a newspaper about the heaps of garbage in your locality.

**OR**

Write a letter to your sibling to plan your parents' silver jubilee anniversary celebrations. 10

4. Arrange the following words in groups :
- (a) According to opposition in their meaning.
  - (b) Alphabetical order and grammatical function.

(c) Use the words in sentences :

(i) smooth

(ii) comic

(iii) tragic

(iv) coarse

(v) giant

(vi) trust

(vii) tiny

(viii) terrible

(ix) suspect

(x) lovely

$$2\frac{1}{2} + 2\frac{1}{2} + 10 = 15$$

5. (a) Send an email to the Manager IT of your company to get the new version of Photoshop installed on your PC. 5

(b) Transcribe the dialogue into a simple para :

Naina : I am sorry, but I shall not be able to meet you after this.

Parm : Why do you say that ? What has happened ?

Naina : Nothing has happened, but just don't contact me ever again.

Parm : You cannot do this to me, Naina.

Naina : I have said what I had to. You may assume what you want to.

Parm : If nothing else, you owe an explanation why you are doing this to me. 10

6. Rewrite the following information in a dictionary entry :

(i) It is a nentry about the word 'play'.

(ii) It is a noun.

(iii) It is a type of literature intended for performance.

(iv) It may be a comedy, tragedy or tragi-comedy. 5

7. Classify the following books (1) chronologically, and (2) alphabetically :

(i) S.V. Sonekar, "Introduction to Operating System", 2012 edition, India : Nirali Prakashan, 2006.

(ii) Brain Ward, "How Linux Works", 3<sup>rd</sup> edition, USA : No Starch Books, 2021.

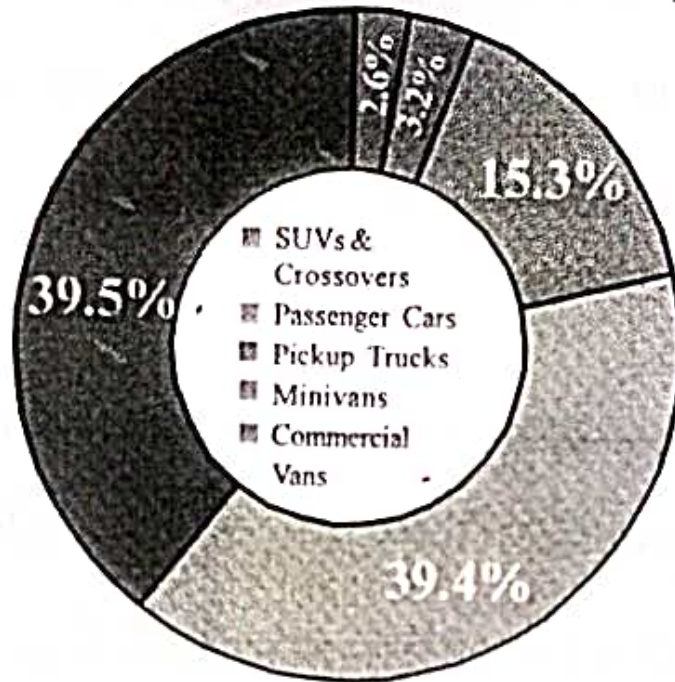
(iii) Abraham Silberschatz, "Operating System Concepts", 9<sup>th</sup> edition, USA : Wiley, 2013.

(iv) Kevin Mcneish, "IOS App Development for Non-Programmers", 6th edition, USA, : Oak Leaf, 2014.

(v) Crystal Panek, "Windows Operating System Fundamentals", USA, Wiley, 2019. 5

8. Study the pie chart given below, and write a paragraph on the sale of different categories of vehicles in USA in 2016 :

**U.S. Auto Sales In Record-Setting 2016  
Calendar Year By Vehicle Category**



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