

CFE - 01

Section - "A"

Answer in not more than (30-50 words)

- Q.1 Determine the pattern of the sentence - Mr. Narendra Modi is the Prime Minister of India.
- Q.2 Form adjectives from the following words by adding suitable suffixes - (a) Character (b) Brute
- Q.3 Enumerate the types of media.
- Q.4 Classify the types of report.
- Q.5 What do you understand by proposal?
- Q.6 What is the importance of writing a precise?
- Q.7 Explain what is role play?
- Q.8 What purpose does an apostrophe (') serve in a sentence? Elucidate.
- Q.9 What is the rule of proximity in a sentence?
- Q.10 Identify the different types of listening?

Section - "B"

- Q.1 Write a newspaper report on terror attack in Ahmedabad.
- Q.2 Elaborate the four procedures of Precis writing?
- Q.3 Write an e-mail to Malcolm Publishers, Delhi requesting him to send their catalogue of books.
- Q.4 What are telephone etiquettes in the office?
- Q.5 Explicate what is a summary?
- Q.6 What are the contents of minutes of a meeting?
- Q.7 Elucidate presentation skills?
- Q.8 In the coming month a football match is to be conducted. Write a circular, as games secretary of your institution, informing and inviting students interested to participate in it.

Section - "C"

- Q.1 Write an application to your principal requesting him to take strict steps to make your institution tobacco free.
- Q.2 As the head of a leading NGO, prepare a proposal for the Ministry of Women and child welfare, suggesting a project for self employment of illiterate women. Support the proposal with the number of ways this would benefit the country as a whole.
- Q.3 Write an essay on the 'Growing Mall Culture' in India.
- Q.4 Invent a telephonic conversation with the marketing manager of a computer firm, discussing the requirement of computers in your institution.

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Section - "A"

Answer in not more than (30-50 words)

- Q.1 Make a sentence on the same pattern as the sentence given below - The teacher called Jenny short tempered.
- Q.2 What do you mean by the term 'Mass Media'?
- Q.3 Convert the following words in their verb form by adding prefix/suffix - (a) Simple (b) Glorious
- Q.4 What are the characteristics of a good letter?
- Q.5 What are objectives of a proposal?
- Q.6 Where in sentence should we use a dash (-)?
- Q.7 Insert commas, where necessary in the following sentences - Nothing perhaps can be more detrimental to India than illiteracy and poverty.
- Q.8 What makes a sentence ambiguous?
- Q.9 How can you call listening - a skill?
- Q.10 What is a paragraph?

Section - "B"

- Q.1 You as the Superintendent of Police, are to submit a report on the measures undertaken to ensure safety and security the capital on 26th January to the Secretary, Home Minister, Delhi.
- Q.2 What are the characteristics of a good essay?
- Q.3 Write an e-mail to your friend inviting him to visit your city.
- Q.4 Mention the Do's and Don't's while talking on telephone.
- Q.5 Elaborate the types of reading?
- Q.6 Write a paragraph on 'Increasing Web - Culture'.
- Q.7 Write separate sentences to bring about the difference in meaning - (a) Site, Sight, Cite (b) Accept, Except
- Q.8 Write an application to the manager of a bank requesting for vehicle loan.

Section - "C"

- Q.1 Respond to the following advertisement - Application are invited for the post of Assistant professor in History in the University of Rajasthan. The candidate should be M.A. (History), should have cleared N.E.T. or any other equivalent exam or Ph.D. Experienced candidates will be given preference.
- Q.2 Write an essay on "Growing Awareness in Indian Women"?
- Q.3 Invent a conversation with a policeman, as a victim at whose place theft was committed.
- Q.4 Write a letter to the editor of the Times of India complaining about the use of loudspeakers after 10 pm in the marriage hall situated in your colony.

CFE - 01

Section - "A"

Answer in not more than (30-50 words)

- Q.1 Write two sentences on the pattern - Subject + Verb + Object + Complement.
- Q.2 Frame nouns from the following words by adding suitable suffixes - (a) Guide (b) Agree
- Q.3 Define transitive and intransitive verbs.
- Q.4 What do you understand by 'Media'?
- Q.5 Mention the essential components of a letter.
- Q.6 Enumerate the types of essays.
- Q.7 Define a 'Precis'?
- Q.8 What is the role of a semicolon in a sentence? Give an example.
- Q.9 What is linkage?
- Q.10 Punctuate the sentence and put capitals where necessary - aftervinay finished his exam he went for a party with his friends.

Section - "B"

- Q.1 Write a report on the Role of Media in the Growth of India?
- Q.2 What are the different types of proposals? Give a brief description of each type.
- Q.3 Identify and discuss the characteristics of a good précis.
- Q.4 What should you 'not do' while talking on telephone?
- Q.5 Write about the use of capitals in sentences.
- Q.6 Write a paragraph on 'Overseas Trips of Indian Prime Minister'?
- Q.7 As the chief editor of college magazine write a notice inviting creative articles from the students.
- Q.8 Write meanings of the following idioms/phrases.
Use them in sentences of your own -
- (a) Cup of tea (b) To feel on the top of the world
(c) Thick skinned (d) To turn a blind eye.
(e) To talk shop.

Section - "C"

- Q.1 Write a letter to your NRI (Non Resident Indian) friend in U.S.A. motivating him to return to India.
- Q.2 Write an essay on 'Youth and Politics'?
- Q.3 You are the placement officer of your college. Invent a dialogue with the CEO of Infosys, telling about the caliber and talents of your students.
- Q.4 Write an application for job responding to the following advertisement -
"Required a professional in Marketing. Qualification - B.Tech., M.B.A. (in Marketing). Experience is not mandatory. Freshers may apply".