

### SECTION-C

**Note:** Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 Write a letter to your father asking for some money from him.
- Q.4 Write an essay on 'Grow Green'.
- Q.5 Write an essay on 'Importance of Technical education'.
- Q.6 Write an application for the post of manager along with your bio data.
- Q.7 Develop a story from the given sequence of



(i)



(ii)



(iii)



(iv)

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**5th Sem. / OMCA**

**Subject : English and Communication Skills III**

Time : 3 Hrs.

M.M. : 100

### SECTION-A

**Note:** Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1
- Give three forms of the given verb : catch .
  - Give synonyms :-
    - Up
    - tall
  - Give antonyms :-
    - Happy
    - Big
  - Correct the spelling :-
    - reciever
    - injoy
  - Add prefix to form new words.
    - Dependent
    - efficient
  - Add suffix to form new words :-
    - Free
    - Child
  - If it will rain, I will not go out. (Correct the sentence).
  - They will come today, will they. (Correct the sentence).
  - There were \_\_\_\_\_ girls in the function. (determines).
  - Make sentences using idioms :-
    - An apple of one's eye
    - A fair weather friend.
  - Make sentences using phrases :-

- (i) Put down      (ii) Go through
- l) Correct the sentences :-  
 (i) You was watching T.V.  
 (ii) She went to walk daily.
- m) What is an idiom?
- n) How would you write a resume?
- o) What is a verb?
- p) Write the forms of verbs :-  
 (i) Hit                      (ii) Bite
- q) Tick the correct spelling :-  
 (i) Approach ( ) Apporach  
 (ii) Horrible ( ) Horribel
- r) Change direct speech into indirect speech:  
 My mother said, " Give me a glass of water, "

### SECTION-B

**Note:** Short answer type questions. Attempt any ten parts

10x4=40

- Q.2 i) Write a notice informing the employees of your office about the change in office timing.
- ii) Write a letter to the manager requesting him to give you relaxation in timings for one week as you are appearing for a part time course examination.
- iii) Give your introduction in about 30 words.
- iv) The extra activity department of your college is going to organize talent hunt. Frame a notice inviting the enteries for it, giving details.
- v) Fill in the blanks with suitable form of verb :-  
 a) He \_\_\_\_\_ (get ) up early in the morning.

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- b) I \_\_\_\_\_ not \_\_\_\_\_ (tell) a lie.
- c) They \_\_\_\_\_ (go) to Delhi yesterday.
- d) The dogs were \_\_\_\_\_ (fight) fiercely.
- vi) Make sentences using the following phrases:-  
 a) Keep an eye on  
 b) Sooner or later  
 c) Good for you  
 d) Laugh at
- vii) Make sentences using the following idioms:-  
 a) Keep one's head above water  
 b) Hit below the belt  
 c) Sixes and sevens  
 d) The three R's.
- viii) Narration :-  
 a) My father said to me, " Help the poor".  
 b) The teacher said to the students, " Who is making a noise?"  
 c) I said to my friend , "Two and two make four."  
 d) He said , " May God help you!"
- ix) Describe your experience travelling in a over crowded train.
- x) Apply for the post of a clerk with your bio data.
- xi) Narrate your experience after meeting your favourite hero.
- xii) Write a report on 'Cleanliness in India'.
- xiii) Describe your dream to you father.
- xiv) Write a letter to your friend to help you during examination.
- xv) How will you introduce yourself?

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