

Duration: 1.5 Hours

Maximum Marks: 25

Instructions:

- 1) Start each question on fresh page.
- 2) Figures to the right indicate maximum marks.

Q1. Explain the following Idioms.

(05 Marks)

- a) Take it with a pinch of salt
- b) Sat on a fence
- c) Go down in flames
- d) Under the weather
- e) Hit the sack

Q2. Write a covering letter to the HR Department of Twinings Tea company (London), regarding a job advertisement for the post of Manager -Product Marketing, to be based in Kuala Lumpur. Suggest why you think you are suitable for the post.

(07 marks)

Q3. What do the following symbols stand for?

(02 Marks)

- a) ...
- b) &
- c) ~
- d) «»

Q4. A Draft an office memo (6-8 lines) using the following directives.

Name of your organisation, department, Topic – Social conflicts at work place. Frequent incidents of non-team compliances and lack of co-operation between team members. Issue a memo of zero tolerance towards such conflicts in the future and calling a team meeting on 25th January, at Jacaranda Hall.

(05marks)

OR

B. Draft an advertisement in the form of a press release, seeking applications for trainees and apprentices for an IT start up. The department concerned is Research and development. Name the company, mention the date, describe the job and the pre requisites desired , of the candidates.

(05marks)

Q5. Using the concept of free writing, compose a paragraph (15-20) lines about your idea of education reforms in the country. How relevant/redundant in your opinion is our education system vis a vis the world scenario? Given a free hand, what would you change and why? Cite reasons. **(06 marks)**
