

Roll No.....

Time allowed : 3 hours

Maximum marks : 100

Total number of questions : 7

Total number of printed pages : 4

NOTE : Answer all questions.

1. (a) Attempt the following as directed against each :
 - (i) All technical staff must definitely wear white coats in the laboratory. *[Avoid unnecessary word(s).]*
 - (ii) I have been ill since two months. *(Correct the sentence.)*
 - (iii) The Secretary of the committee issued a report with regard to working of the college. *(Change the underlined collective preposition by using — of/on/to.)*
 - (iv) Prepare partner's capital accounts. *(Make correct use of apostrophe.)*
 - (v) Rahul worked hard, and failed. *(Use correct conjunction.)*
 - (vi) English is spoken all over the world. *(Change into active voice.)*
 - (vii) "Are you a member of the trade union ?" said the Personnel Manager. *(Change into indirect speech.)*
 - (viii) The glass of water is half empty. *(Change into positive statement.)*
 - (ix) Work hard and you will pass the examination. *(Change into simple sentence.)*
 - (x) India is a great country. *(Change the sentence into superlative.)*

(1 mark each)
- (b) Choose the most appropriate answer from the given options in respect of the following :
 - (i) A place where the aeroplanes are kept :
 - (a) Abbey
 - (b) Hanger
 - (c) Yard
 - (d) Shed.
 - (ii) Majority of American population comprises of people who have shifted from different countries. Thus America is known as a country of :
 - (a) Emigrants
 - (b) Immigrants
 - (c) Emissaries
 - (d) Natives.
 - (iii) Latin phrase 'ab initio' means :
 - (a) From the beginning
 - (b) From the origin
 - (c) In the meantime
 - (d) For further consideration.

(iv) The synonym of the word 'abandon' is :

- (a) Leave
- (b) Hate
- (c) Ridiculous
- (d) Abnormal.

(v) The antonym of the word 'uniform' is :

- (a) Gentle
- (b) Variable
- (c) Refreshing
- (d) Indifference.

(1 mark each)

(c) Make sentences of your own using the following words/phrases/idioms to bring out their meanings :

- (i) *Ultra vires*
- (ii) To nip in the bud
- (iii) To rise to the occasion
- (iv) A give and take policy
- (v) At the eleventh hour.

(1 mark each)

2. (a) Suggest any five methods to overcome barriers to effective communication.

(5 marks)

(b) State, with reasons in brief, whether the following statements are correct or incorrect. Attempt **any five** :

- (i) An unspoken or unwritten message that uses body language is known as verbal communication.
- (ii) "Words ought to mean what they say." – The Times.
- (iii) Written communication is always a wasteful activity.
- (iv) Feedback is communication about communication.
- (v) We also frequently communicate by our silence.
- (vi) Speak – Do not read aloud.
- (vii) We should prepare ourselves to communicate with conviction.

(2 marks each)

3. (a) What is a 'letter of enquiry' ? What are the points to be included in a letter of enquiry ?

(5 marks)

(b) Modern Furniture Marketing Co., Delhi intends to buy some select items of furniture. Draft a letter to Royal Bros., Mumbai to send quotations for the same. (*Use indented style of format.*)

(10 marks)

OR

- (a) What is a 'letter of order' ? What points should be included in a letter of order ?
(5 marks)
- (b) You have paid cash on delivery of a book you ordered by post. A month later, you discover that 20 pages from the book are missing. Write a letter to the bookseller returning the defective book and asking him to supply another copy of the book, duly checked.
(10 marks)
4. Attempt **any three** of the following :
- (i) Prepare the body of a letter to be sent by a company to an applicant who has not been selected for a job.
 - (ii) What is an 'e-mail' ? While writing e-mail what specific guidelines need to be followed ?
 - (iii) Draft a fax message from the Secretary, Hazy Ltd., Patna to the Regional Manager, In-charge of manufacturing unit in Kolkata to immediately start negotiations with the employees' union leaders to withdraw the proposed strike prior to the visit of the Managing Director to manufacturing unit in Kolkata on 25th June, 2008.
 - (iv) Last week your firm had organised a party in honour of your joint venture partner, Mitsubishi Corporation. Draft a goodwill message to Gupta Caterers (Pvt.) Ltd., who managed the catering and decoration for the event. (Draft only the body of the message.)
(5 marks each)
5. Attempt **any three** of the following :
- (i) Yours is a public limited company and it has decided to convert into a private company. It has to move an application before the Registrar of Companies to get due authorisation. Draft a notice for publication in national newspapers, if anyone whose interests are affected may write to the Registrar of Companies with a copy to the company within 21 days of this publication.
 - (ii) Draft a report from the Manager (HRD) to the Chief Executive Officer (CEO) of the organisation regarding revision of pay scales and allowances of the employees.
 - (iii) Your company, Veda Resources, has tied up with the West Bengal Government to set-up a large aluminium complex at Bidhan Bag in Asansol at an investment of Rs.20,000 crores. Draft a press release to this effect.
 - (iv) Draft (only the body) a representation for long due promotion to the Director (Personnel).
(5 marks each)
6. Write an essay of about 300 words on **any one** of the following :
- (i) Indian stock market slowdown
 - (ii) Objectives of packaging
 - (iii) E-commerce
 - (iv) Economic growth.
(10 marks)

7. Make a *précis* of the following passage in about **one-third** of its length and suggest a suitable title (*Use précis-sheet given at the end of the answer book*) :

Responding to reports that the Indian government was planning to lodge a complaint, the United States clarified that no patent had been issued in the country on yoga positions. “The US Government had conducted a search of all patents issued and no US patents on yoga positions have been identified”, a statement issued by the US embassy said.

Embassy spokesperson David Kennedy added that no pending patents on yoga positions have been identified, either, although “Copyrights on written material” have been granted only on “new and non-obvious devices that may be used in conjunction with yoga.”

Officials in the Health Ministry’s Department of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homeopathy (AYUSH), which was at the forefront of the move to lodge a complaint, said they were happy that US Government had gone through this verification and clarified matters. However, they added, they would continue to examine some patents, copyrights and trademarks that they are suspicious about and would raise the issue with the US Government, if required.

The ancient Indian spiritual system of yoga has become a fitness fad in the US, espoused by many celebrities. It is a \$3 billion a year industry, prompting many like the Indian-born fitness guru Bikram Chaudhry to apply for patents on yoga postures and yoga related contraptions.

According to recent media reports, the US has issued 150 yoga related copyrights, 134 patents on yoga accessories and 2,315 yoga related trade marks. However, it was the patenting of yoga postures that Indian Yoga practitioners and intellectual property rights experts found outrageous.

As a result, the Department of AYUSH wrote to the Commerce Ministry, and it was agreed last week that the Indian embassy would take up the issue with the US trade representative and Patents Office. “Yoga is our ancient heritage”, says Shiv Basant, Joint Secretary, Department of AYUSH, “but many countries have issued patents on it. We have strong objections to this, and will raise the matter with the government concerned.”

The dispute has once again exposed the differing attitudes towards yoga – and more generally towards intellectual property rights on traditional knowledge – between India and the US. In the past, disputes had arisen over patenting of products that have been used as traditional remedies in India for millennia. In 2005, the EU had revoked a patent of a US Company on a fungicide derived from *neem*. Prior to that the US Patent Office had revoked a patent on turmeric after a challenge was filed by New Delhi based Council for Agriculture Research.

(419 words)

(8+2 marks)