

**VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION,
COMPUTER AND MANAGEMENT, VIDYANAGAR, PARVARI, GOA.**

S.Y.B.A.B.Ed. SEMESTER END EXAMINATION

OCT-NOV

2018-19 (REGULAR/REPEAT)

SUB: FUNCTIONAL ENGLISH

SEMESTER: III

DURATION: 2 Hours

MAX. MARKS: 70

- Instructions:**
- All questions are compulsory and are having internal choice.
 - Figures to the right indicate marks allotted.

Q.1 a) Punctuate the following:

(2 Marks)

- what a terrible fire this is
- if you prick us do we not bleed
- he lost lands money reputation and friends
- dear patient gentle noble Nell was dead

b) Identify and correct the errors in the following sentences:

(4 Marks)

- There is a man whom the committee believe, is the best qualified for the position.
- Neither of the machines works efficiently.
- There is no sense of carrying on that way.
- Many a times people make mistakes.

c) Identify and use the following idioms in sentences of your own:

(4 Marks)

- He backed up his friend's claim.
- The present disturbances will soon blow over.
- You must not build your hopes upon his promises.
- His son carried on his business in his absence.

d) Write the full forms for the following abbreviation:

(2 Marks)

- A.D
- U.N.O
- NCERT
- UNESCO

e) Fill in the blanks by using the correct model auxiliaries:

(2 Marks)

- I _____ swim across the river when I was young.
- When _____ shall we see you again?
- You _____ improve your spelling.
- This book _____ to be very useful.

f) Fill in the blanks with appropriate question tags:

(2 Marks)

- i) He hasn't passed the exams. _____?
- ii) You don't like him. _____?
- iii) They have eaten. _____?
- iv) The students were disappointed. _____?

g) In the following sentences insert appropriate articles:

(4 Marks)

- i) _____ horse is a noble animal.
- ii) _____ pen I bought yesterday cost me Rs.5/-.
- iii) The boy is eating _____ apple.
- iv) Akbar was _____ Indian king.

Q.II Assuming that you are the secretary of Confidence Cement Limited company, draft a notice with an agenda for a meeting of Board of Directors to discuss the issues related to company. (10 Marks)

Q.III Draft the minutes of the meeting of Board of Directors, keeping in mind the agenda written in Q.II. (10 Marks)

Q.IV As the president of Trade Union of your organization, draft a representation to the general manager regarding the unhealthy working conditions in your firm. (10 Marks)

Q.V Write a précis of the following passage: (10 Marks)

In every country people imagine that they are the best and the cleverest and the others are not so good as good as they are. The Englishman thinks that he and his country are the best; the Frenchman is very proud of France and everything French. The Germans and Italians think no less of their countries and many Indians imagine that India is in many ways the greatest country in the world. This is wrong. Everybody wants to think well of himself and his country. But really there is no person who has not got some good and some bad qualities. In the same way, there is no country which is partially good and partially bad. We must take the good wherever we find it and try to remove the bad wherever it may be. We are, of course, most concerned with our own country, India. Unfortunately, it is in a bad state today. Many of our people are poor and unhappy. They have no joy in their lives. We have to find out how we can, make them happier. We have to see what is good in our ways and customs and try to keep it, and whatever is bad we have to throw away.

Q. VI In your locality condition of roads is worst, it has pot holes everywhere and it becomes difficult to drive the vehicles. Write a letter to Municipal Commissioner for a damaged road repair. (10 Marks)

THE END