

Prabodhan Education Society's
Vidya Prabodhini College of Commerce, Edu., Comp. and Mgmt., Parvari Goa
SYBABED SEMESTER END EXAMINATION JANUARY 2022

FUNCTIONAL ENGLISH

Semester:III

Duration: 2 Hours

Max Marks: 70

Instructions:

- All questions are compulsory having internal choice.
 - Figures to the right indicate maximum marks allotted.
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Q.1)

a) Punctuate the following:

(2 Marks)

- i) i do not know where mohan lives
- ii) Have you read Seemas new book
- iii)How beautiful is the moon
- iv) Tables chairs sofas and cots were all reduced to ashes

b) Identify the errors in the following sentences and rewrite the sentences: **(2 Marks)**

- i) He sold many paper and pencils.
- ii) It was not a best Television set.

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

(4 Marks)

- i) He threw dust in the eyes of the cops.
- ii) I tried to advise her, but she turned a deaf ear to me.
- iii) we are glad that Nidhi has finally turned over a new leaf after her accident.
- iv) After a lot of efforts, we realized that Siya's sister is a hard nut to crack.

d) Write the full forms of the following abbreviations:

(2 Marks)

- i) N.C.E.R.T
- ii) N.C.T.E
- iii) K.Y.C.
- v) G.P.S.C

e) Fill in the blanks by using the correct Modal Auxiliary. **(4 Marks)**

i) I ____ write very neatly when I was young. (will/could)

ii) I _____ like to make a toast. (would/ought to)

iii) She _____ to finish with her classes by now. (ought/can)

iv) _____ you like to have some coffee? Should/would)

f) Fill in the blanks with the appropriate question tags. **(2 Marks)**

i) The weather is very pleasant, _____?

ii) You were never really into movies, _____?

iii) He dances during all the events, _____?

iv) You have worked hard for this, _____?

g) In the following sentences, insert appropriate articles wherever necessary. **(2 marks)**

i) The teachers knew that he is honest student.

ii) Honesty is best policy.

iii) On bright sunny day, she decided to take walk.

iv) She can never sit still for even hour in day.

h) Transform the sentences according to the instructions: **(2 marks)**

i) "You should always maintain integrity in whatever you do", said the teacher to his students. (Change to indirect speech)

ii) Riya told her sister that she will be home late, as she has been assigned a new project at her workplace. (Change to direct speech)

Q.2) Assuming that you are the General Secretary of your college, draft a notice with an agenda for a meeting of the student council members to discuss the schedule of the upcoming sports day. **(10 Marks)**

Q.3) Draft the minutes of the meeting held for the students' council members, keeping in mind the agenda written in Q II. **(10 Marks)**

Q.4) As the Secretary of Women's Grievance Committee of your college, draft a representation to the Management, regarding the lack of facilities in the Women's washroom. (10 Marks)

Q.5) Write a precis for the following. (10 Marks)

The crown and glory of life is character. It is the noblest possession of a man, constituting a rank in itself, dignifying every station, and exalting every position in society. It exercises a greater power than Wealth, and secures all the honor without the jealousies of fame. It carries with it an influence which always tells; for it is the result of proved honor, rectitude, and consistency-qualities which, perhaps more than any other, command the general confidence and respect of mankind. As daylight can be seen through very small holes, so little things will illustrate a person's character. Indeed, character consists in little acts, well and honorably performed, daily life being the quarry from which we build it up, and rough-hew the habits which form it.

Q 6. Write a letter to the Principal, requesting amendments in the semester end exam schedule. (10 Marks)
