

S-603

Total Pages : 4

Roll No. -----

BAEL-102

Advanced Reading and Writing Skills

Bachelor of Arts (BA)

1st Year, Examination 2022(Dec.)

Time: 2 Hours

Max. Marks: 70

Note : This paper is of Seventy (70) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

Section – A

(Long Answer – type questions)

Note: Section 'A' contains Five (05) long-answer-type questions of Nineteen (19) marks each. Learners are required to answer any two (02) questions only.

[2 x 19 = 38]

P.T.O.

- Q.1. The General Manager of Comfort Home Appliances Ltd, Kolkata is worried about the wastage of stationary in almost all sections of the company. Draft a Memo to be signed by him and sent to all Sectional Heads of the company, asking them to Identify the reasons behind such wastage and also give advise the employees to restrain from such wastage.
- Q.2. Write an essay on any one of the following topics:
- (a) Success comes to those who take risks.
 - (b) Social media has made us less social.
- Q.3. (a) A post of an Assistant Engineer in Oracle India Limited, New Delhi was advertised in 'The Times of India' on, 21 November, 2022. Write a job application to the HR in response to the said post.
- (b) Draft a resume for the above.
- Q.4. Write a note on 'Agenda' and 'Minutes of a Meeting'. Give a sample. (Invent necessary details).
- Q.5. Write a report on a cultural event held in your Univesity.

Section – B

(Short-answer-type questions)

Note: Section 'B' contains Eight (08) short-answer-type questions of Eight (08) marks each. Learners are required to answer any Four (04) questions only.

[4 x 8 = 32]

- Q.1. Write a note on Allegory with suitable examples.
- Q.2. Write a note on sound patterns.
- Q.3. What is a summary? Elucidate the guidelines to write a summary.
- Q.4. As the Purchase Manager of Satyam Computers, 9 Naidu Road, Hyderabad-500007, you had ordered 24 Personal Computers from Hindustan Computers Limited (HCL), 140 M.G.Road, Bangalore-500001. When the consignment arrived, you found some of the pieces in damaged condition. Write a complaint letter to the Sales Manager of the company asking for repair, replacement or compensation.

P.T.O.

- Q.5. Differentiate between a Simile and Metaphor with examples.
- Q.6. What is a report? Elucidate the kinds of reports.
- Q.7. What are phrasal verbs? Write any four phrasal verbs of your choice along with their meanings and frame sentences on them.
- Q.8. Write short notes on the following:
- (a) Irony
 - (b) Paradox
