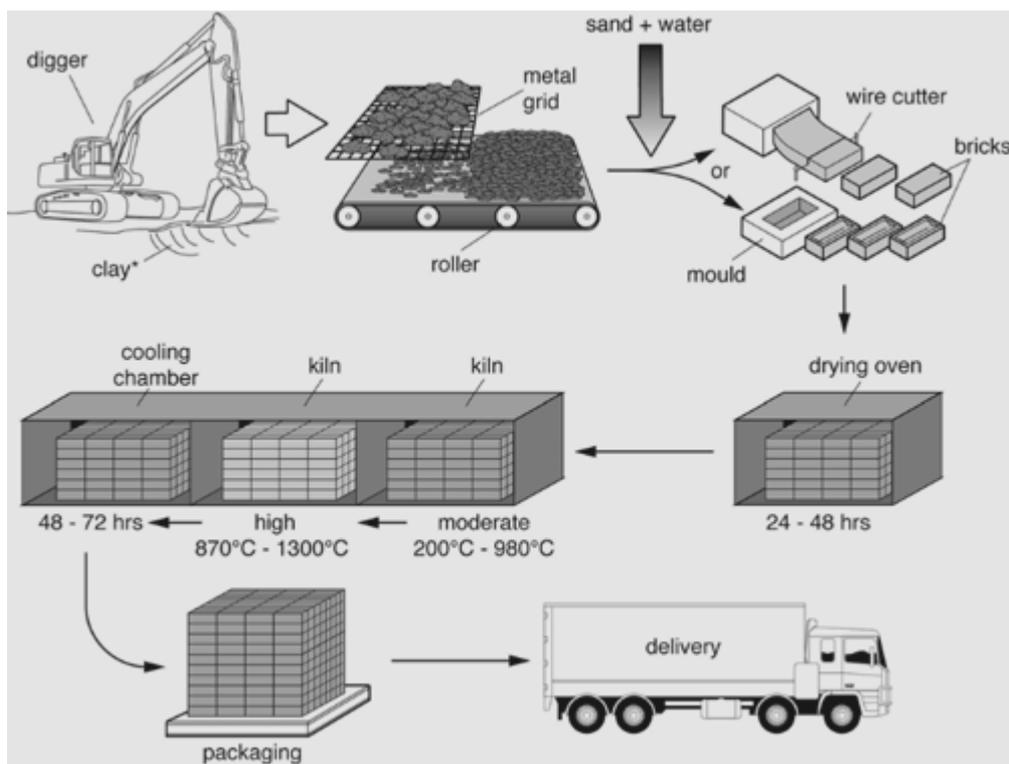


2. You can sing well, _____?
17. Define a report.
18. Frame questions for the following answers.
1. My father gave me this watch.
 2. I spend my holidays at my grandmother's place.
19. What are the parts of a business letter?
20. Write the body of a leave letter for the given situation
 'Request your boss to grant you one day leave on the occasion of your parents' wedding day.'

PART C (5 x 14 = 70 Marks)

21. a) The diagram below shows the process by which bricks are manufactured for the building industry. Use impersonal passive voice to describe the process in about 150 words.



(OR)

- b) How many tenses are there in English Language? What are they? State them with one example each.
22. a) (i) Develop a paragraph in about 150 words describing your favourite picnic spot. (7)
 (ii) Write a paragraph in about 150 words comparing online ticket booking and manual ticket booking for a train journey. (7)

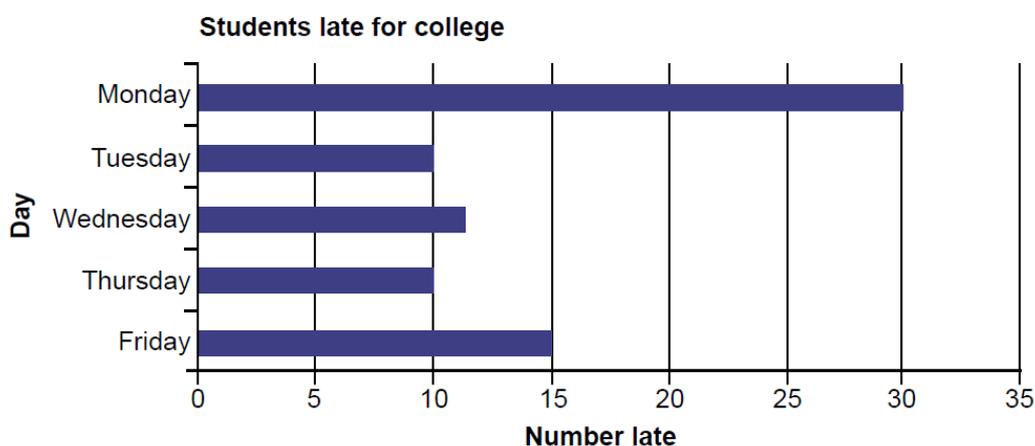
(OR)

b) Write a list of ten instructions that are to be followed while going for a job interview.

23. a) Create an advertisement for a newly launched food product buy your company.

(OR)

b) Summarise the given graphical representation into text form and report the main features in about 200 words.



24. a) As the electrical maintenance officer, draft a report to the safety manager of your organization on the worst condition of electrical cables, wires, panel board unit switches, DB boxes etc and the necessary for immediate replacement of the same to avoid any mishaps.

(OR)

b) Draft a report to your project guide on the status of a project that you are undergoing. Adhere to the necessary details and the format required.

25. a) Draft a letter to the editor of a famous magazine highlighting the negative impact of junk food in today's world.

(OR)

b) Compose an e-mail to your boss informing the inadequacy of technical support staff and request him to recruit few to complete the project on time.
