

THE C.E.S. COLLEGE OF ARTS & COMMERCE
CUNCOLIM, SALCETE, GOA - 403 703.
S.Y.B.A. III SEMESTER END EXAMINATION Oct/Nov 2019-2020

SUB: ENGLISH

TITLE OF THE PAPER: ADVANCED COMMUNICATIVE ENGLISH.

Paper code: 2.1

MARKS:80

DURATION: 2 hours.

TIME: 10 am to 12 noon

DATE: 18/10/2019

Instruction:

This question paper consists of 06 questions.

All the questions are compulsory

Internal choice is available in question IV.

Figures to the right indicate full marks

(16 marks)

Q.No.I. Do as directed:

a) Give **abbreviations** of the following terms :(02)

i) PostScript ii) Enclosure iii) Volume iv) Nota bene.

b) Add **prefixes** to the following words :(01)

i) dote ii) allergic iii) sensitive iv) ordinary.

c) Add **suffixes** to the following words :(01)

i) gift ii) help iii) eat iv) child

d) Timothy is describing a normal day in his life. Complete his story, by using **words** given in the bracket:(04)

(in, at, on, in, until, since, for, at, until, from, during, while, at, after, to, before,)
I wake up ___ about 7.30am ___ the week, but much later ___ Saturdays. ___ I wake up, I move very fast. In fact, I'm very good ___ the mornings. I only need 20 minutes ___ the time my alarm clock rings ___ the time I leave house. I don't have breakfast at home; I have to wait ___ I arrive at the office for a cup of coffee.

I start work ___ 9.00 am and work ___ four hours. ___ lunchtime, I often sit in the park and read ___ I am eating my sandwiches. ___ going back to the office, I do some shopping. The afternoon passes very quickly. I've been working for the same company ___ 1994. ___ the evenings, I usually watch TV or maybe go out for dinner with some friends. I don't go to bed late because I have to get up for work the next day. ___ the weekends, my routine is very different.

e) Give **synonyms** (one each) of the following words:(03)

i) Glutton. ii) Fiasco. iii) Nostalgic.

f) Give **antonym** (one each) of the following words:(03)

ii) Genuine. ii) Odious. iii) Transparent

g) Insert the correct form of the **verb**:(02)

i) In a fit of rage she ___ the letter (tear).

- ii) Recently the price of sugar has ____ up (go).
 iii) The storm ____ and ____ the ship ashore. (come, blow)

QII. Attempt a critical appreciation of the following poem

(16marks)

Winter Morning

Winter is the king of showmen,
 Turning tree stumps into snow men
 And houses into birthday cakes
 and spreading sugar over lakes.
 Smooth and clean and frost white
 The world looks good enough to bite
 That's the season to be young
 Catching snowflakes on your tongue
 Snow is snowy when it's snowing
 I'm sorry it's slushy when it's going.

Q.III On behalf of the Cuncolim Citizens Civic Froum, draft a **Representation** to be submitted to the Chief Officer, Cuncolim Municipal Council complaining about overflowing garbage bins, chocked drains and non working street lights in your locality.

(12Marks)

Q. IV. Attempt any one of the following:

(12marks)

- A) Your friend is promoted to the position of an Officer. Write a **letter to congratulate** him.
 B) The Navhind Times dated 15th October, 2019 has advertised a vacancy for the position of a Secretary in a reputed organization based in Margao. You are Ms. Vandy Dias/ Mr.Vinay Fernandes from Margao Goa.

- i) Draft a letter of **application** addressed to The Advertiser, The Navhind Times, Post Box. No. 2345, Margao Goa.
 ii) Draft a **C.V** to be attached to the letter.

Q V.

(12Marks)

You are interested in collecting information about the measures taken by the Directorate of Health Services, Panaji Goa, to generate awareness about health programmes, facilities available at the centre etc. Draft an **R.T.I application** through which you like to seek information.

Q.VI a) Draft a **notice with agenda** to convene the Second Meeting of the Cuncolim People's Welfare Trust.

(05 Marks)

b) Draft **minutes** of the third meeting of the Managing Committee of Chinchinim Youth Association, at which in addition to the usual business, the following matters were also discussed:

- i) Launching of a membership drive.
 ii) Construction of office premises for the Association.
 iii) Appointment of Bankers.
 iv) Organization of a Youth Festival.

(07 Marks)

A.O.B