

DECEMBER 2015

**U/ID 31504/ULJB/
UGLJB**

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 2 = 20 marks)

Write short notes on the following in about 50 words.

1. Mention any two factors in comprehending a text.
2. Why is reading important?
3. State any two tests for reading comprehension.
4. Define scanning in reading.
5. What is meant by 'folio' in a newspaper?
6. Define a report.
7. State any four parts of a letter.
8. What are the two basic requirements in precis writing?
9. Why is the topic sentence important in a paragraph?
10. Mention any two kinds of salutations in letters.

SECTION B — (6 × 5 = 30 marks)

Answer any SIX of the following in about
200 words each.

11. How do you prepare a financial brochure?
12. How is reading newspapers important in developing reading and writing skills?
13. What are the points to bear in mind while reading poetry?
14. Why technical writing skills important?
15. What are the benefits of reading autobiographies?
16. List out the characteristics of a good report.
17. Write sentences of your own using the following phrasal verbs:
 - (a) back up
 - (b) call in
 - (c) do away with
 - (d) hand over
 - (e) turn down
18. Write a short note on advertisements.
19. Write a paragraph on 'unity is strength.
20. Write a short note on scientific writing.

SECTION C — (5 × 10 = 50 marks)

Answer any FIVE questions not exceeding
500 words each.

21. Discuss the merits and benefits of reading fiction for improving language skills.
22. Write an essay on the various steps involved in reading comprehension.
23. Enumerate the different parts of a newspaper in detail.
24. What are the steps involved in writing a precis?
25. Discuss the various types of reports with examples.
26. Write a letter to the Post Master, G.P.O. of your town complaining of the late delivery of letters.
27. You were involved in a road accident. Write a report to the local police superintendent giving details of the accident.
28. Discuss the role of advertisements in the modern world.