

Paper Code: 1107

Programme	Course Code	Exam Code
Bachelor of Vocation (Retail Management)	BVRL-1031	122001
Bachelor of Vocation (Animation)	BVAL-1031	112801
Bachelor of Vocation (Nutrition and Dietetics)	BVNL-1031	510011
Bachelor of Vocation (Beauty and Wellness)	BVBL-1031	112601
Bachelor of Vocation (Artificial Intelligence and Data Science)	BVIL-1031	112901
Bachelor of Vocation (Hospitality and Tourism)	BVHL-1031	113001

**Semester-I****Course Title: Basic Punjabi****ਸਮਾਂ: 3 ਘੰਟੇ****Marks: 70**

ਨੋਟ :- ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਸੈਕਸ਼ਨ ਹਨ। ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਸੈਕਸ਼ਨ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਸੈਕਸ਼ਨ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਹਰ ਪ੍ਰਸ਼ਨ ਦੇ 14 ਅੰਕ ਹਨ।

**ਸੈਕਸ਼ਨ - I**

- 1) ਗੁਰਮੁਖੀ ਲਿਪੀ ਵਿੱਚ ਪੰਜਾਬੀ ਵਰਨਮਾਲਾ ਦੀ ਤਰਤੀਬ ਲਿਖੋ।
- 2) ਲਗਾਂ ਮਾਤਰਾਵਾਂ ਤੋਂ ਕੀ ਭਾਵ ਹੈ? ਪੰਜਾਬੀ ਦੀਆਂ ਲਗਾਂ ਮਾਤਰਾਵਾਂ ਬਾਰੇ ਉਦਾਹਰਨ ਸਹਿਤ ਜਾਣਕਾਰੀ ਦਿਓ।

**ਸੈਕਸ਼ਨ - II**

- 3) ਸੰਯੁਕਤ ਸ਼ਬਦ ਕੀ ਹੁੰਦੇ ਹਨ? ਉਦਾਹਰਨ ਸਹਿਤ ਲਿਖੋ।
- 4) ਹੇਠਾਂ ਲਿਖੇ ਪਿਛੇਤਰ ਲਗਾ ਕੇ ਮਿਸ਼ਰਤ ਸ਼ਬਦ ਬਣਾਓ।  
ਉ, ਆਲਾ, ਈ, ਸ਼ਾਲਾ, ਦਾਨ, ਕਾਰ, ਮਾਨ

**ਸੈਕਸ਼ਨ - III**

- 5) ਬਾਜ਼ਾਰ ਨਾਲ ਸੰਬੰਧਿਤ ਸ਼ਬਦਾਵਲੀ ਦੇ ਕੋਈ ਦੱਸ ਸ਼ਬਦ ਲਿਖੋ।
- 6) ਕੋਈ ਦੱਸ ਰਿਸ਼ਤੇ-ਨਾਤੇ ਦੱਸੋ।

**ਸੈਕਸ਼ਨ - IV**

- 7) ਹਫ਼ਤੇ ਦੇ ਸੱਤ ਦਿਨਾਂ ਦੇ ਨਾਂ ਲਿਖੋ।
- 8) 1 ਤੋਂ 20 ਤੱਕ ਗਿਣਤੀ ਸ਼ਬਦਾਂ ਵਿੱਚ ਲਿਖੋ।

Paper Code: 1114

Programme	Exam Code	Course Code
Bachelor of Arts (Journalism and Mass Communication)	116401	BJMM-1102
Bachelor of Science (Fashion Designing)	119601	BFDM-1102 ✓
Bachelor of Science (Home Science)	119701	BHSM-1102
Bachelor of Computer Applications	117901	BCAM-1102 ✓
Bachelor of Science (Information Technology)	118001	BITM-1102 ✓
Bachelor of Science (Bio-Technology)	120601	BBTM-1102
Bachelor of Science (Medical Laboratory Technology)	509701	BMLM-1102
Bachelor of Vocation (Retail Management)	122001	BVRM-1102 ✓
Bachelor of Vocation (Animation)	112801	BVAM-1102 ✓
Bachelor of Vocation (Nutrition and Dietetics)	510011	BVNM-1102 ✓
Bachelor of Vocation (Beauty and Wellness)	112601	BVBM-1102 ✓
Bachelor of Vocation (Artificial Intelligence and Data Science)	112901	BVIM-1102 ✓
Bachelor of Vocation (Hospitality and Tourism)	113001	BVHM-1102 ✓

**Semester I**

**Course Title: Communication Skills in English**  
**(400)**

**Time Allowed: 3 Hours**

**Total Marks: 50**

**Note: The candidates will have to attempt five questions in all selecting one from each section and the fifth question from any of the four sections. Each question will carry 10 marks.**

**Section – A**

1. Describe the PSQ5R model of reading.
2. Describe the three different kinds of purposes of reading.

**Section – B**

3. Read the following passage and answer the questions in multiple choice form mark (Tick) in front of the right answer:

In the workplace, the relationship between a mentor and a mentee is much like that between a teacher and a student. Mentors play a crucial role not just by sharing knowledge, but also by guiding mentees through their

career paths, much like teachers guide students through their education. A good mentor helps a mentee develop professionally and personally, offering support and advice based on their own experiences. This support is critical, as it can determine the success or failure of the mentee in their professional life. Like good teachers, successful mentors need to have strong personal qualities—they need to be understanding, patient, and empathetic. These traits allow them to be not just instructors, but also role models.

**1. Mentors are important to mentees because they:**

- A. Provide only technical knowledge.
- B. Focus solely on professional growth.
- C. Support both personal and professional development.
- D. Function as administrative figures.

**2. The central idea of the passage is that:**

- A. Mentorship and knowledge sharing are unrelated.
- B. A mentor's personal qualities significantly impact their effectiveness.
- C. Professional development does not require personal support.
- D. Mentors are similar to corporate leaders.

**3. Why does the passage emphasize the mentor's personal qualities?**

- A. Because it ensures a higher salary.
- B. Because it makes the mentor more authoritative.
- C. Because it affects the mentor's ability to guide effectively.

D. Because it is less important than professional knowledge.

**4. According to the passage, what role does a mentor fulfill that is similar to a teacher's?**

A. Giving lectures and presentations.

B. Guiding and shaping the mentee's career and character.

C. Evaluating performance strictly.

D. Setting professional standards.

**5. Give a suitable title.**

**4. Read the following passage carefully and answer the question the follow:**

A woman entered a bustling coffee shop dressed in a business suit and was immediately greeted warmly by a server who assumed she was a high-profile business



executive. She was promptly shown to the best seat in the house and given the special menu reserved for VIP guests. She browsed the menu but ordered only a coffee. As she sat sipping her drink, she observed the staff bustling about, largely ignoring other customers who were dressed more casually.

After some time, she called over the manager and asked why there was a difference in how customers were treated based on their attire. She explained that she had visited the same coffee shop a few days earlier wearing casual clothes and had received quite indifferent service. Her purpose today was to see if her dressing would influence the service she received. Upon making her point clear, she left a generous tip for the server but chose not to purchase more than a coffee.

1. Why did the server immediately greet the woman warmly?

2. Why was she given the special menu?
3. Why did the woman question the manager about the service?
4. What was the woman's reason for visiting the coffee shop again in a business suit?
5. What is the moral of the story?

#### **Section – C**

5. Write a letter to a store manager complaining about a pair of shoes you recently bought. Ask for a refund on the purchase.
6. Write a letter to thank your aunt for the thoughtful birthday gift she sent you. Express how much you liked the gift and how you plan to use it.

#### **Section – D**

7. Compose a notice to inform students about a guest lecture on Interview Skills.



8. Draft the minutes for a meeting where teachers discussed an upcoming college event and assigned tasks to different students.

Paper Code: 1103

Programme	Exam Code	Course Code
Bachelor of Vocation (Retail Management)	122001	BVRL-1421
Bachelor of Vocation (Animation)	112801	BVAL-1421
Bachelor of Vocation (Nutrition and Dietetics)	510011	BVNL-1421
Bachelor of Vocation (Beauty and Wellness)	112601	BVBL-1421
Bachelor of Vocation (Hospitality and Tourism)	113001	BVHL-1421
Bachelor of Vocation (Artificial Intelligence and Data Science)	112901	BVIL-1421

**Semester-I**

**Course Title: Punjabi (Compulsory)**  
**(200)**

**Time Allowed: 3 Hours****Max Marks: 70**

ਨੋਟ:- ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹਨ। ਹਰੇਕ ਭਾਗ ਵਿੱਚ ਦੋ-ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਗਏ ਹਨ। ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰੇਕ ਭਾਗ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਅੰਕ 14 ਹਨ।

### ਭਾਗ-ੳ

1. ਹੇਠ ਲਿਖੇ ਕਾਵਿ-ਟੋਟਿਆਂ ਦੀ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ ਕਰੋ:-  
 (ੳ) ਪਰ ਪੜ੍ਹ ਪੜ੍ਹ ਪ੍ਰਸਤਕ ਢੇਰ ਕੁੜੇ,  
 ਮੇਰਾ ਵਧਦਾ ਜਾਏ ਹਨੇਰ ਕੁੜੇ।  
 ਕੁਝ ਅਜਬ ਇਲਮ ਦੀਆਂ ਜ਼ਿੰਦਾ ਨੇ,  
 ਮੈਨੂੰ ਮਾਰਿਆ ਕਿਉਂ, ਕੀ ਕਿੱਦਾਂ ਨੇ।  
 ਮੈਂ ਨਿਸ਼ਚੇ ਬਾਝੋਂ ਭਟਕ ਰਿਹਾ।  
 ਜੰਨਤ, ਦੋਜ਼ਖ ਵਿੱਚ ਲਟਕ ਰਿਹਾ।  
 ਗੱਲ ਸੁਣਜਾ ਭਟਕੇ ਰਾਹੀਂ ਦੀ,  
 ਇੱਕ ਚਿਣਗ ਮੈਨੂੰ ਵੀ ਚਾਹੀਦੀ।

(ਅ) ਕਮਦਿਲਾਂ ਨੂੰ ਦਿਲ, ਨਪਰਿਆ ਪਰ ਦਈਂ,  
 ਹਰ ਸੁਹਾਗਣ ਦਾ ਰਹੇ ਜ਼ਿੰਦਾ ਸੁਹਾਗ,  
 ਉਮਰ ਲੰਘਦੀ ਜਾ ਰਹੀਂ ਨੂੰ ਵਰ ਦਈਂ।  
 ਤੇਤਲੇ ਬੋਲਾਂ ਦਾ ਰਾਖਾ ਖੁਦ ਬਣੀ,  
 ਖੋਫ਼ ਹਰ ਕਾਤਿਲ ਦੇ ਸੀਨੇ ਤੇ ਭਰ ਦੇਈ।

2. ਜਵਾਨ ਪੰਜਾਬ ਦੇ 'ਕਵਿਤਾ ਦਾ ਸਾਰ ਲਿਖੋ?  
 ਜਾਂ  
 ਅੱਜ ਆਖਾਂ ਵਾਰਿਸ ਸ਼ਾਹ ਨੂੰ 'ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ ਲਿਖੋ?

### ਭਾਗ-ਅ

3. ਮਨ ਦੀਆਂ ਮਨ ਵਿੱਚ 'ਇਕਾਂਗੀ ਦਾ ਸਾਰ ਲਿਖੋ?

4. ਹੇਠ ਲਿਖਿਆਂ ਵਿੱਚੋਂ ਕੋਈ ਦੋ ਦਾ ਪਾਤਰ ਚਿਤਰਣ ਕਰੋ?

1. ਨਿਹਾਲ ਕੌਰ
2. ਰਾਮ ਪਰਸਾਦ
3. ਭਾਈ ਲਾਲੋ

#### ਭਾਗ-ੲ

5. ਕਿਸੇ ਇੱਕ ਵਿਸ਼ੇ ਉੱਪਰ ਪੈਰਾ ਰਚਨਾ ਕਰੋ:-

1. ਸੂਚਨਾ ਤਕਨਾਲੋਜੀ
2. ਵਾਤਾਵਰਣ ਦੀ ਸੰਭਾਲ
3. ਨਸ਼ੇ ਅਤੇ ਨੌਜਵਾਨ

6. ਹੇਠ ਲਿਖੇ ਪੈਰੇ ਨੂੰ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ਦਿਓ:-

ਸ਼ਾਮ ਦੀ ਸੈਰ ਵੀ ਕਿੰਨੀ ਗੁਣਕਾਰੀ, ਸੁਹਾਵਣੀ ਤੇ ਸਵਾਸਥ-ਵਰਧਕ ਹੈ, ਸਾਰੇ ਦਿਨ ਦੀ ਮਿਹਨਤ ਨਾਲ ਤਨ-ਮਨ ਦੇ ਮੈਲੇ ਹੋਏ ਕੱਪੜੇ ਸ਼ਾਮ ਦੀ ਸੈਰ ਦੇ ਸਰਫ਼ ਨਾਲ ਤੁਰੰਤ ਸਾਫ਼ ਹੋ ਜਾਂਦੇ ਹਨ। ਦਿਮਾਗ ਉਜੱਲ ਹੋ ਜਾਂਦਾ ਹੈ। ਬੁੱਧੀ ਨਿਰਮਲ ਹੋ ਜਾਂਦੀ ਹੈ। ਇਉਂ ਜਾਪਦਾ ਹੈ ਕਿ ਸ਼ਾਮ ਦੀ ਸੈਰ ਤੁਰਦੀ ਫਿਰਦੀ ਟਕਸਾਲ ਹੈ, ਜਿਸ ਵਿੱਚ ਪੈ ਕੇ ਸੁਰਤਿ ਮਨ ਮਤ ਤੇ ਬੁੱਧੀ ਘੜੇ ਜਾਂਦੇ ਹਨ ਤੇ ਟਕਸਾਲੀ ਬਣ ਜਾਂਦੇ ਹਨ। ਯਾਰੇ ਸਿੱਕੇ ਵਾਂਗ ਹਰ ਥਾਂ ਚੱਲ ਸਕਦੇ ਹਨ। ਸ਼ਾਮ ਦੀ ਸੈਰ ਤੁਹਾਨੂੰ ਹਲਕਾ-ਫੁਲਕਾ ਕਰ ਦਿੰਦੀ ਹੈ, ਦਿਨ ਦੀ ਥਕਾਵਟ ਲਾਹੁੰਦੀ ਹੈ ਤੇ ਪੈਣ ਵਾਲੀ ਰਾਤ ਲਈ ਸੁਖਾਸਨ ਤਿਆਰ ਕਰਦੀ ਹੈ। ਤੁਸੀਂ ਤਰੇ-ਤਾਜ਼ਾ ਹੋ ਕੇ ਫੇਰ ਕੰਮ ਵਿੱਚ ਜੁੱਟ ਸਕਦੇ ਹੋ। ਰੱਜ ਕੇ ਭੋਜਨ ਛੱਕ ਸਕਦੇ ਹੋ। ਮਿੱਠੀ ਨੀਂਦ ਸੌ ਸਕਦੇ ਹੋ, ਲਾਲਚੀ ਡਾਕਟਰ ਨੂੰ ਆਪਣੇ ਤੋਂ ਪਰ੍ਹਾਂ ਰੱਖ ਸਕਦੇ ਹੋ।

ਪ੍ਰਸ਼ਨ:-

- (ੳ) ਸ਼ਾਮ ਦੀ ਸੈਰ ਨੂੰ ਟਕਸਾਲ ਕਿਉਂ ਕਿਹਾ ਗਿਆ ਹੈ?
- (ਅ) ਸ਼ਾਮ ਦੀ ਸੈਰ ਦੇ ਕਿਹੜੇ-ਕਿਹੜੇ ਗੁਣ ਹਨ।
- (ੲ) ਸ਼ਾਮ ਦੀ ਸੈਰ ਸਰੀਰ ਦੀ ਅਰੋਗਤਾ ਲਈ ਕਿਵੇਂ ਸਹਾਈ ਹੁੰਦੀ ਹੈ?
- (ਸ) ਲਕੀਰੇ ਸ਼ਬਦਾਂ ਦੇ ਅਰਥ ਲਿਖੋ।
- (ਹ) ਪੈਰੂ ਦਾ ਢੁਕਵਾਂ ਸਿਰਲੇਖ ਲਿਖੋ।

#### ਭਾਗ-ਸ

- 7. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਟਕਸਾਲੀ ਰੂਪ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ ਅਤੇ ਲੱਛਣਾਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਦਿਓ?
- 8. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਨਿਕਾਸ ਅਤੇ ਵਿਕਾਸ ਸੰਬੰਧੀ ਜਾਣਕਾਰੀ ਦਿਓ?

**Exam Code: Bachelor of Vocation (Retail Management - 122001**

**Bachelor of Vocation (Animation) - 112801**

**Bachelor of Vocation (Nutrition and Dietetics) - 510011**

**Bachelor of Vocation (Beauty and Wellness) - 112601**

**Bachelor of Vocation (Hospitality and Tourism) - 113001**

**Bachelor of Vocation (Artificial Intelligence and Data Science) - 112901**

**Paper Code: 1111**

**Bachelor of Vocation (Retail Management)/ Bachelor of Vocation (Animation)/  
Bachelor of Vocation (Nutrition and Dietetics) /Bachelor of Vocation (Beauty and  
Wellness)/ Bachelor of Vocation (Artificial Intelligence and Data Science)/ /Bachelor of  
Vocation (Hospitality and Tourism)**

**(Semester-I)**

**Course Title: Punjab History and Culture (From Earliest Times to C 320) (Special paper in  
lieu of Punjabi Compulsory)**

**(For those students who are not domicile of Punjab)**

**Course Code: BVRL-1431/ BVAL-1431/BVNL-1431/BVBL-1431/BVIL -1431/ BVHL-  
1431**

**Examination Time:3 Hours**

**Theory: 70**

**Candidates shall attempt Five questions in 800 words, by at least selecting at least one  
Question from each Unit and the Fifth question may be attempted from any of the four  
Units. Each question will carry 14 marks.**

#### **Unit-I**

1. Discuss the physical features of the Punjab. What were social, economic and religious effects of those features?
2. Describe the literary and Archaeological sources of the ancient history of Punjab.

#### **Unit-II**

3. Study the Social and economic life of people of Indus Valley People.
4. Discuss the various theories regarding original home of Aryans in Punjab.

#### **Unit-III**

5. Briefly describe the religious and social life of people of Rig Vedic Age?
6. Briefly describe the religious and economic life of people of Later Vedic Age?

#### **Unit-IV**

7. What is the contribution of Mahatma Buddha.
8. Discuss the contribution of Mahavir Swami.

### यूनिट-I

1. पंजाब की भौतिक विशेषताओं पर चर्चा करें। उन विशेषताओं के सामाजिक, आर्थिक और धार्मिक प्रभाव क्या थे?
2. पंजाब के प्राचीन इतिहास की साक्षरता एवं पुरातात्विक स्रोतों का वर्णन करें।

### यूनिट II

3. सिंधु घाटी के लोगों के सामाजिक और आर्थिक जीवन का अध्ययन करें।
4. पंजाब में आर्यों के मूल निवास स्थान के संबंध में विभिन्न सिद्धांतों पर चर्चा करें।

### यूनिट-III

5. ऋग्वैदिक युग के लोगों के धार्मिक और सामाजिक जीवन का संक्षेप में वर्णन करें?
6. उत्तर वैदिक युग के लोगों के धार्मिक और आर्थिक जीवन का संक्षेप में वर्णन करें?

### यूनिट IV

7. महात्मा बुद्ध का योगदान क्या है?
8. महावीर स्वामी के योगदान की चर्चा करें।



**Exam Code: 510011**

**Paper Code:1303**

**Programme: Bachelor of Vocation (Nutrition and Dietetics)**

**Semester: I**

**Course Title: Nutrition and Immunity**

**Course Code: BVNL-1283**

**Time Allowed: 3 Hours**

**Max Marks: 70**

Note: Attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section. Each question carries 14 marks.

**Section -A**

1. What do you mean by term nutrition and its essential elements.
2. Discuss the characteristics of positive health behaviors and their impact on overall health.

**Section -B**

- 3 .Describe the Physiology of immune system's and its importance.
4. Explain the role of nutrients in immune functions and the consequences of undernutrition on immunity.

**Section -C**

5. What do you mean by nutraceuticals and Functional foods.
6. Explain how aging affects immune function and the nutritional strategies to combat this decline.

**Section -D**

7. Explain the roles of probiotics and prebiotics in supporting immunity and overall health.
8. Identify and discuss two recent health concerns related to nutrition and immunity.

**Exam Code:510011**

**Paper Code:1304**

**Programme: Bachelor of Vocation (Nutrition and Dietetics)**

**Semester: I**

**Course Title: Basic Food and Nutrition**

**Course Code: BVNL -1284 ✓**

**Time Allowed: 3 Hours**

**Max Marks: 70**

**Instructions: Attempt five questions in all, selecting one question from each section. The fifth question may be attempted from any section. Each question carries 14 marks.**

**Section -A**

1. What is malnutrition ? What are the factors that lead to malnutrition ?
2. Write the methods of enhancing the nutritive value of foods.

**Section -B**

3. Write the functions and food sources of Carbohydrates.
4. Write the classification of carbohydrates.

**Section -C**

5. What are the functions of Fats and Oils?
6. Write about the deficiency of Protein?

**Section -D**

7. Write the functions of Calcium in our Diet?
8. What are the functions and Deficiency of Vitamin A?

**Exam Code: 510011**

**Paper Code: 1305**

**Programme: Bachelor of Vocation (Nutrition and  
Dietetics) Semester-I**

**Course Title: Human Physiology**

**Course Code: BVNM-1285** ✓

**Time: 3 Hours**

**Theory: 50**

**Note:** Attempt five questions in all, selecting at least one question from each section. Fifth question may be attempted from any section. Each question carries 10 marks.

**Section A**

- Q1. Discuss the basic properties of Heart and cardiac output.
- Q2. Explain the cell structure.

**Section B**

- Q3. Explain the secretory and digestive function of the salivary glands.
- Q4. Explain the structure and function of brain and spinal cord.

**Section C**

- Q5. Discuss the structure and function of respiratory organs.
- Q6. What is role of kidney in water and electrolyte balance?

**Section D**

- Q7. Explain the functions of pancreas.
- Q8. Explain the functions of thyroid glands

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27-11-24

MUR KMV-I

Exam Code: 111405

Paper Code: 3296

Programme: Bachelor of Vocation (Nutrition, Exercise and Health) Semester III

Course Title: Soft Skills and Communication

Course Code: BVNL-3101

Time Allowed: 3 Hours

Max Marks: 80

Attempt five questions in all, selecting atleast one question from each section. Fifth question may be attempted from any section. Each question carries sixteen marks.

SECTION-A

1) a. Write detailed note on Developmental, Functional and Recreational reading along with examples.

b. Read the following passage and answer the given questions:

We were happy to be in Tolstoy's study where he wrote some of his famous novels such as War and Peace, and Anna Karenina and corresponded with kindred spirits, including Mahatma Gandhi. There we saw the hard-bottomed sofa on which he was born, a phonograph which was presented to him by Edison, a picture of Dickens which he had brought from England and the woodwork presented to him by peasants whom he loved. There was also his writing desk, on which was his scrap book, made up from odd bits of papers which others would have thrown into the wastepaper basket. Raj Kumariji said that Gandhiji too could not bear to throw away any bit of paper which could be used and, like Tolstoy, kept a scrap book. The most touching sight of all was the candle on the writing desk which he blew out for the last time on the night of 10 November, 1910 when he decided to renounce his home and family and go out and live a simple life. That night he wrote a letter to his wife, explaining his decision, thanking her for the life they had lived together, and apologizing to her for any lack of consideration on his part. One soul, his wife's, remained strange to this man who has plumbed the depths of the human heart in many imperishable novels.

Questions: I. Name some of Tolstoy's famous novels. Where did he write them?

II. In what connection has Mahatma Gandhi been mentioned here?

III. What was the similarity between Tolstoy and Mahatma Gandhi?

IV. What was the most touching sight?

2) a. Differentiate between active and passive reading skills. Also define efficient and inefficient reading

b. Read the following passage and answer the given questions:

I had undertaken this perilous swim, not to gain fame or trophies but to prove once again to the world that Indians are no longer afraid. To the youth of India, this triumph will have dramatically demonstrated that nothing is impossible for them. All they have to do



is to Believe and Persevere and the goal will be theirs! For it is my firm conviction that unless we individually become adventurous and nationally restless and enterprising, India will not be able to break the bonds of apathy and tradition, whether on the physical or on the intellectual fronts. My Indian Ocean venture was an humble contribution towards this end.

Questions: I. Give a suitable title to the passage.

II. Why did the writer undertake the dangerous swim?

III. What would the youth of India learn from this triumph?

IV. What is the writer's firm conviction?

### SECTION-B

3) What is basic sentence pattern in English language? Also define complex and compound sentences with suitable examples.

4) Fill in the blanks with proper forms of words given in brackets.

- I. She \_\_\_\_\_ (go) to the market every Saturday.
- II. We \_\_\_\_\_ (study) for our exams right now.
- III. By the time we arrived, they \_\_\_\_\_ (leave).
- IV. He \_\_\_\_\_ (write) a letter to his friend when the phone rang.
- V. They \_\_\_\_\_ (not, finish) their homework yet.
- VI. I \_\_\_\_\_ (be) very tired after the long trip yesterday.
- VII. Last week, we \_\_\_\_\_ (visit) the museum.
- VIII. She \_\_\_\_\_ (teach) English for over ten years.

### SECTION-C

5) a. Write a letter to a Senior Manager of Indian Railways, Jalandhar division about delay in getting refund.

b. What is difference between writing letters and memos. Also discuss guidelines for effective memo writing.

6) a. Draft a memorandum to Managing Director for allowing him to purchase required furniture for the Conference Hall.

b. Being a coordinator of Youth Club of your college, draft a notice regarding Tree Plantation Drive to be organized in college in the upcoming week.

### SECTION-D

7) a. What steps should we follow for an effective team building?

b. Write eight essential time management skills.

8) a. Coordination and cooperation are prime elements of team work. Explain

b. Team building at a work place is not only beneficial in increasing the productivity of company but also very effective in self-development of employees. Explain.