

**Q.2 (a)**

- (i) Why did your brother write a nasty letter?
- (ii) By whom have the windows been opened in such a stormy night?
- (iii) Let your neighbours not be troubled (by you).
- (iv) He was negligent (therefore) I punished him.
- (v) I saw a house that was made of wood.
- (vi) Is that not a very large tree?
- (vii) Tell me how old his brother is.
- (viii) No sooner did they see me then they ran away.

**Q.2 (b)**

- (i) Although
- (ii) in order to
- (iii) so
- (iv) unless
- (v) In spite of
- (vi) in case

**Q.3 (a)**

- (i) are you phoning, I'm trying
- (ii) left
- (iii) was looking, turned
- (iv) had overflowed
- (v) have you been crying
- (vi) had been looking for

**Q.3 (b)**

	<b>Adjective</b>	<b>Noun</b>	<b>Verb</b>	<b>Adverb</b>
<b>(a)</b>	calculated	calculation	calculate	calculatedly
<b>(b)</b>	continued	continuation	continue	continually

## Business English (Stage-1)

## Q.4 (a)

	Meaning	Sentences
(i)	One bad person among a number of good ones.	Each examinee will compose his/her own sentences.
(ii)	Timid and fearful.	
(iii)	Dressed very attractively.	
(iv)	Not easy to understand.	
(v)	Avoid somebody, not allow to come near.	

## Q.4 (b)

	Sentence	Correct option
(a)	I nodded ⇒ (9)	I moved my head up and down meaning 'yes'.
(b)	I chuckled ⇒ (4)	I laughed quietly under my breath.
(c)	I grinned ⇒ (6)	I gave a large smile.
(d)	I scowled ⇒ (8)	I made a threatening expression with my lips.
(e)	I giggled ⇒ (2)	I laughed uncontrollably, in a silly way.
(f)	I yawned ⇒ (5)	I opened my mouth uncontrollably to show boredom or tiredness.
(g)	I frowned ⇒ (1)	I moved my eyebrows together to show disapproval.
(h)	I choked ⇒ (10)	I had trouble breathing because my throat was blocked.

## Q.5 (a)

The writer regards examinations as harmful to students because of following:-

- Students are compelled to participate in a vicious competition to ensure good results rather to acquire knowledge.
- Success in examination is measured in terms of good grades.
- Examinations promote cramming of facts and learning by rote.
- Examinations fail to assess the ability and aptitude of students.
- Examinations are not fool proof as the accuracy of the assessment depends upon the examiners who are often subjective in marking.

## Q.5 (b)

Anxiety is created because examinations are indicators of success or failure in our society. The purpose of education is to train a person to think for himself which purpose is not achieved by examination system. Instead of stimulating thought, examinations encourage to memorize and restrict reading to books indicated in syllabus only.

## Q.5 (c)

The factors that may contribute for poor results include sickness, death of a parent or insomnia. These factor reduce prospects of successful career in future. Examiners are also not infallible. Being human, they may also make mistakes. Mental fatigue and working under pressure can give rise to poor judgement which will affect examination results.

**Q.5 (d)**

EXAMINATION EXERT A PERNICIOUS INFLUENCE ON EDUCATION.

(Title may vary)

**Q.6 (a) (b) (c) (d) (e) — Essay Writing**

Each examinee will give unique answer.

**Q.7 (a)**

The report will take form of a letter. One could begin by a polite greeting and thanking the Advisor Business English Class for the opportunity. Then write the report encompassing one by one the points that have been listed in the order that they appear. The tone has to be of respect as the report is being written for class Advisor.

A writing of 200-250 words will be sufficient for the report.

**Q.7 (b)**

Whatever material is included in the circular it must specify or describe present state of affairs of work place and how it can be improved. Mention of enhanced physical facilities may be made which include clean and noise free atmosphere, better lighting arrangements, regular drinking water supplies, etc. An organization cannot expect her employees to work devotedly and whole-heartedly if some material incentives are not offered.

Evaluation of answers should be made on the criteria prescribed above.

Writings produced as answers for this question will be evaluated as under:-

- (a) An attractive/ befitting opening.
- (b) Relevance, clarity and accuracy of material.
- (c) Befitting closure.
- (d) Adequate display and good penmanship.

**Q.8**

A simple exercise in letter writing. All required is to take into consideration all the five points listed in the given exercise and write an introduction and write on each of the points – taking care to connect the points to each other.

Each examinee will compose his/her own letter choosing his/her own style, serious, humorous or tragic taking care that there is some continuity in the writing.

**THE END**