

June : 2016 (CBCS)**Note :****Max. marks : 60**

- (i) Total number of question seven.
- (ii) Attempt any five questions.
- (iii) All questions carry equal marks.

Q.1 Write a detailed note on technical descriptions and technical definitions.**Ans. Technical description :**

Technical description means the detailed discussion of the physical aspects of a thing. That means discussing thing like color, shape, size, weight, thickness, density, contents, materials of construction, and so on.

The descriptions are common element in technical writing - just not quite in the same way that instructions are. Description appear more often as a sentence or two here, a paragraph there, or a whole section elsewhere. Certain kinds of technical writing feature description :

Instructions often require description to enable readers to visualize what they are doing and what they are working with.

If the thing one is describing is not likely to be familiar to most of his/her readers, consider adding some background before one plunge into the actual description.

The main part of one's description is the discussion of each part of characteristics. One must divide the thing one is describing into parts, or characteristics or both.

If one is working for real estate and has to describe vacant plot for company files, one would probably describe it by its characteristic: its location, square footage, terrain, vegetation, access to utilizes, and so on.

Technical Definitions :

The word definition comes from the Latin original 'define' ('de' means down and "finre" means to end which comes from 'finish'). The dictionary meaning of word as give in the Concise Oxford Dictionary is 'exact description of the nature scope or meaning of something.' When we use the words 'exact meaning' itself means that in any definition there is no scope for elaborating the thing to state its meaning very precisely. One thing is common in definition and that is they are precise, exact and to the point. They are elaborate and do not contain unnecessary words. Framing definitions requires thinking and proper attention to every aspects of the concept.

Caution : Caution is an instruction to the user to avoid mishandling and carelessness. It is more serious in nature and needs to be followed very scrupulously.

Example : While using mixture-grinder one should not put hand inside the pot while machine is on.

Warning : Warning alerts the person from danger in regards to certain consequences of actions or handling of tools, machines or equipments.

Example : The ironing press it is necessary to adjust the heating knob as per the requirement of the clothes.

Q.2 Define noun and give its types along with suitable examples.**Ans. Definition :** A noun is defined as a naming word. It is a word that is used to refer to the name of :

- a person (particular or referred to in common)

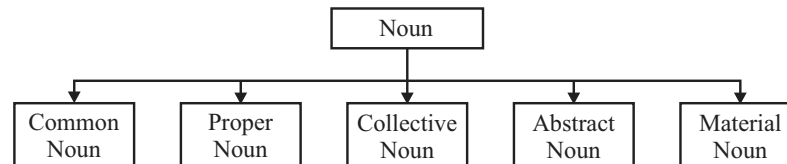
- a place (particular or general)
- a thing (referred to the same kind or class)
- a collection of a person or thing
- a nation

Examples : Anuradha is a talented girl who comes from Kolkata, which is often referred to as the city of joy.

The noun in the above sentence are :

Anuradha (a person), girl (a class of person), Kolkata (a particular place), city (a kind of place), joy (a kind of emotion).

Structure of noun classification :



(i) **Common Noun :** Name given in common to a person or thing of the same kind or class.

Example : India is a great *country*.

(ii) **Proper Noun :** Name of some particular person or place written with a capital letter in the beginning.

Example : *Jack* is a stupid boy.

(iii) **Collective Noun :** Name of a number (or collection) of persons or thing taken together and spoken of as a whole.

Example : The *committee* comprises three members.

(iv) **Abstract Noun :** Name of quality by action or state considered apart from.

Example : *Laughter* is a good medicine ; so, you must *laugh*.

(v) **Material Noun :** It denotes a substance of which things are made.

Example : *Cotton* is used to make clothes.

Q.3 (a) Punctuate the following passage and change small letters into capital letters where necessary :
Winston is one of the most laid-back people i know he is tall and slim with black hair and he always wears a t-shirt and black jeans his jeans have holes in them and his baseball boots are scruffy too he usually sits at the class and he often seems to be asleep however when the exam results are given out he always gets an "A" i don't think his as lazy as he appears to be

Ans. Winston is one of the most laid-back people, I know he is tall and slim with black hair and he always wears a T-shirt and black jeans. His jeans have holes in them and his baseball boots are scruffy too. He usually sits at the class and he often seems to be asleep. However when the exam result are given out he always gets an "A" I don't think his as he appears to be.

Q.3 (b) From the alternatives given below select the one that fits the most

- (i) Shaking and vibration at the surface of the earth.
- | | |
|----------------|----------------|
| (1) efficiency | (2) fiscal |
| (3) disaster | (4) earthquake |
- (ii) To play for money by betting
- | | |
|------------|------------|
| (1) hamper | (2) knock |
| (3) idiom | (4) gamble |
- (iii) To uncover, to expose, to view _____
- | | |
|----------------|--------------|
| (1) discover | (2) disclose |
| (3) disapprove | (4) disobey |

(iv) A join made by tying together two pieces of ends of string

(1) kit

(2) knee

(3) knot

(4) knob

Ans.

(i)	earthquake	(ii)	Gamble
(iii)	Disclose	(iv)	Knot

Q.4 (a) Why do we need to enrich vocabulary during communication?

Ans. Vocabulary is vital to communicating with others and understanding what one is reading. It appears in every skill of language listening, speaking, reading and writing skill.

Many people realize that their vocabulary is limited so that they have difficulties in expressing their idea. Enriching vocabulary is very important for the students who learn English. That is why everybody who learns English should know the words.

A good vocabulary is essential for efficient, effective communication. Improving our vocabulary gives us credibility with our peers and confidence with our superiors in a business environment. A stronger vocabulary also makes it easier to communicate with your friends and family about matters both important and trivial. Improving your vocabulary takes time and effort, but you can do it on an incremental basis and see improvement almost immediately.

Building a better vocabulary of English language is one of the most important things to do. Adequate vocabulary is the basic need to manage almost all the aspects of everyday life efficiently, while by building educated vocabulary, one can gain confidence in speaking publicly.

A high vocabulary is highly needed in producing various pieces of communication successfully. A piece of writing that provides clear message and perception is an indicative of his or her vocabulary skills that have been acquired.

The enriching of vocabulary can support them in speaking when they are communicating to people can write and translate the meaning of words when they definite English. If they do not know the meaning of words, they will not be able to speak, write and translate anything English.

When we're faced with a communication assignment, a good vocabulary is an indispensable toolbox. If we have several synonyms in our toolbox. We'll be able to choose the best word for the job.

Work on building our vocabulary so that we can choose the stronger, more descriptive words in our communication. We may also want to vary our vocabulary depending on our audience.

There are several ways through which one can build vocabulary. One of the most important methods of improving vocabulary is to read different stuff constantly or increasing the amount of time that we spend in reading

Q.4 (b) Give one word for the following :

(i) Person who collects coins

(ii) Walking in sleep

(iii) A speech by the orator at the end of the play

(iv) A person who does not believe in religion

Ans.

(i)	Numismatist	(ii)	Somnambulism
(iii)	Oratory	(iv)	Atheist

Q.5 Imagine yourself to be the instructor of a course in which 75 students have registered. Draft an e-mail to be sent to all these students asking them to select a topic of their choice and prepare for a professional presentation of 10 minutes duration.

Ans. Dear students,

This is to convey you that you have to prepare a 10 minutes power point presentation on the choice of your topic keeping in mind the parameters of presentation for the 'GD seminar & Self study class' which will take place on 10/11/2016 in next week.

Q.6 Give the different types of layouts for writing business letters.

Ans. **Different types of layout for writing business letter :**

Professional correspondence should have a clean, polished look, which is where proper business letter format comes in. The overall style of the correspondence depends on the relationship between us and the letter's recipient, and it can contain almost anything. They are as follows :

- 1. Full block style :** The full block style business letter layout is more popular than other business letter templates, and given the option, it is the one most people prefer to use. Follow the salutation or greeting with a comma or colon. Full block style business letters have a formal look, however it can be used in any business situation.
- 2. Modified block style :** The modified block style business letter is the second-most popular layout. It has a clean, traditional look, with our company's return address, the date, the closing, and the signature line being started at the center point of the page. All other elements including inside address, greeting, body, and enclosures notation are left justified, and paragraphs are followed by either double or triple spacing. Modified block style business letters are less formal than full block style letters. If we are corresponding with someone we already have a good working relationship with, the modified block style letter is a good one to use.
- 3. Standard format :** The standard business letter has the same look as the block style business letter, meaning that all lines are flush with the left margin. The greeting or salutation in a standard format business letter is always followed by a colon. Standard format business letters are quite formal. Because they include an optional subject line, they are ideal for situations in which we need to create a formal response or communicate about an account number or case number.
- 4. Open business letter :** The open format business letter looks almost exactly like the block format business letter. There are two basic differences between the two layouts :
 - (i) There is no punctuation after the greeting or salutation.
 - (ii) There is no punctuation after the closing.The open format business letter has a clean, formal look just as the block format letter does. It is suitable for all business communications.
- 5. Semi-block business letter :** In the semi-block format business letter, all text is aligned to the left margin. As in other business letter templates, each paragraph is separated by double or triple spacing. The main difference between this type of correspondence and others is that the first line of each paragraph is indented. The semi-block format business letter is a little less formal than the block format letter and slightly more formal than the modified block format letter. It works well in almost all situations and is a good choice if we find ourself on the fence about which format to use.
- 6. Modified semi-block business letter :** The modified semi-block format business letter looks almost identical to the modified block letter, with just one difference: The first line of each paragraph is indented. The modified semi-block business letter is the least formal-looking of all business letters and is best for using when we know the recipient very well.

