

Dr. Babasaheb Ambedkar Open University
Term End Exam August – 2010

Course Code : EEG-04 Roll No. _____
Subject : English for Practical Purposes
Date : 05-08-2010 Marks : 70
Time : 03:00 to 06:00

Note : All questions carry equal marks.

Que 1: Write a note on the barriers of communication.

OR

What are the different types of reports? Attempt to write a progress report in letter format.

Que 2: Discussion is a unique form of interaction comment how it differ from other forms of interaction.

OR

Write a note on the importance of 'Instructions'.

Que 3: What is business presentation? State the stages in presentation.

OR

Write a detailed note on 'The External and the Internal Proposal'.

Que 4: Write short notes (any two)

- 1) Memo & Letter.
- 2) Non Verbal Communication.
- 3) The Note taking skill.
- 4) Facing an interview.

Que 5: Read the following passage and answer the questions given below.

What was the origin of the oil which now drives our motor-cars and

(P.T.O)

air craft? Scientists are confident about the formation of coal, but they do not seem so sure when asked about oil. They think that the oil under the surface of the earth originated in the distant past, and was formed from living in the sea. Countless billions of minute sea creature and plants lived and sank of the sea bed. They were covered with huge deposits of mud; and by processes of chemistry, pressure and temperature were changed through long ages into what we know as oil. For these creatures to become oil, it was necessary that they should be imprisoned between layers of rock for an enormous length of time. The statement that oil originated in the sea is confirmed by a glance at a map showing the chief oil fields of the world; very few of them are for distant from the oceans of today. Geologists, Scientists who study rock, indicate the likely places to the oil drillers.

Questions:

- 1) What according to scientist did oil originate from?
- 2) Mention the procedure that preceded the process of formation of oil.
- 3) Is there any evidence to show that oil had its beginning in sea?
- 4) In what way are the geologists helpful?
- 5) Give suitable title of this passage.
- 6) Use the words in a sentence
 - 1) Temperature.
 - 2) Enormous.