

BACHELOR'S DEGREE PROGRAMME

Term-End Examination

December, 2012

ELECTIVE COURSE : ENGLISH

EEG-04 : ENGLISH FOR PRACTICAL PURPOSES

Time : 3 hours

Maximum Marks : 100

Note : Attempt all questions. Internal choice is indicated.

1. Read the following passage and answer the questions given thereafter :

Literary historians claim that caffeine killed the great French writer Balzac in 1850. Hounded by creditors and goaded by his own ambition, Balzac wrote for 16-hour stretches fueled by endless cups of black coffee. He worked at this pace for weeks at a time and in 22 years completed 350 stories, plays and novels. Balzac lost his vision and developed heart trouble and respiratory problems before he died-penniless, at age 51.

Of course, caffeine probably wasn't the major factor in Balzac's decline. Still, as with any drug, it is possible to overdose on caffeine.

Toxic doses have a broad range of effects. The drug strikes the cardiovascular system (heart and blood vessels), typically causing rapid

heartbeat and sometimes irregular heart rhythm. In the digestive system, it might produce cramping, vomiting and diarrhea. The central nervous system responds with agitation, irritability, tremor, insomnia, and ringing in the ears.

Since 1960, medical journals record one fatality due to an injection of 3.2 grams of caffeine—the amount contained in about 30 cups of coffee—directly into the blood. Another 14 people have died after injecting 5.3 grams (the equivalent of 46 cups of coffee).

In 1987, pediatricians at Children's Mercy Hospital in Kansas City, USA treated a little girl who had consumed an unknown number of nonprescription diet pills, each containing 200 milligrams of caffeine, that she found in her mother's purse. The child, not quite 3 years old, arrived agitated, screaming and sweating profusely. Her heart stopped briefly after the doctors gave her an antiseizure drug.

For three days, the doctors weren't sure whether she would survive. A mechanical ventilator breathed for her, and dialysis (a mechanical method of filtering wastes from the blood) helped clean the caffeine out of her body. She left the hospital 19 days later; the only lingering effect of this episode was a tremor of the left hand.

In 1988, in Atlanta, a 21 year-old man went to an emergency room at Grady Memorial Hospital, with restlessness, nausea, vomiting, twitching, and heart palpitations. He told doctors that he had attempted to commit suicide by taking 10 pills each containing 357 milligrams of caffeine.

The doctors did not think he needed hospitalization, so they sent him home. Five days later he returned because his symptoms had not improved. The tests showed that the man's voluntary muscles were actually disintegrating, probably because the caffeine had initially caused nonstop restlessness and quivering. The muscle destruction, in turn, produced blood chemicals that caused his kidneys to fail. Doctors used dialysis to help the kidneys overcome the crisis. The man was left alive but with damaged kidneys.

(a) Say whether the following statements are **true (T)** or **false (F)**.

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- (i) Balzac died mainly because of overdose of coffee.
- (ii) Caffeine affects all the vital organs of our body.
- (iii) Taking 30 - 40 cups of coffee a day has proved fatal in many cases.
- (iv) Drugs containing caffeine should not be taken indiscriminately.
- (v) 357 milligrams of caffeine taken in any form is sure to cause death .

- (b) Give short answers to the following questions.
- (i) Why did Balzac work so hard ? How did overwork affect his health ? 3
 - (ii) What was the long term effect of pills on the little girl ? 2
 - (iii) How were the man's kidneys damaged ? 3
 - (iv) Suggest a suitable title for the passage. 2
- (c) Pick out words from the passage which have the same meaning as the following words/ phrases :
- (i) Doctors concerned with children's illness.
 - (ii) Speedy
 - (iii) Sleeplessness
 - (iv) Death
 - (v) Falling apart
2. (a) Pick the odd word out 5
- (i) avaricious, greedy, ambitious rapacious
 - (ii) Astrology, legendary, Anthropology, chemistry
 - (iii) Infantry, artillery, paramilitary, navy
 - (iv) Octogenarian, agrarian, septuagenarian, nonagenarian
 - (v) Sagacious, judicial, judicious, wise.

- (b) Read the passage given below and fill in the blanks by choosing the most appropriate word from the list given below : 15

Memos are ___(1)___ short messages sent across the work place and mostly carry just one or two points ___(2)___ quick action. Even the ___(3)___ of the context is not sufficient preparation for the main message in a letter. Depending on the nature of the message further preparation may be ___(4)___ Between business ___(5)___ of any ___(6)___ making complaints while sometimes ___(7)___ is an unpleasant task. It should therefore be ___(8)___ by some ___(9)___ material which will soften the blow. Politeness in business communication demands that complaints be not stated ___(10)___ since the ___(11)___ is always that the ___(12)___ occurred ___(13)___ the best efforts to avoid them and that no one is ___(14)___ It is wrong to assume that a high pitched complaint will bring quick ___(15)___.

- (1) (A) essentially
(B) completely
(C) firmly
- (2) (A) involving
(B) taking
(C) requiring

- (3) (A) expression
(B) declaration
(C) statement
- (4) (A) obligatory
(B) necessary
(C) needful
- (5) (A) associates
(B) friends
(C) relations
- (6) (A) reputation
(B) standing
(C) duration
- (7) (A) unavoidable
(B) compulsory
(C) needful
- (8) (A) tried
(B) prefaced
(C) mingled
- (9) (A) intermediary
(B) buffer
(C) safeguard
- (10) (A) bluntly
(B) abruptly
(C) straight
- (11) (A) feeling
(B) assumption
(C) suspicious
- (12) (A) lapses
(B) errors
(C) blunders

- (13) (A) despite
(B) inspite
(C) although
- (14) (A) dependable
(B) infallible
(C) faulty
- (15) (A) atone
(B) compensate
(C) redressal

3. Write an essay in about **250** words on *any one* of the following : **20**
- (a) Population control : A solution to all problems
- (b) The Indian mind is the best mind
- (c) The uses and abuses of cell phones
4. Write a dialogue in about **200** words on *any one* of the following : **20**
- (a) Two friends are discussing whether reservation in jobs should be on the basis of economic considerations or caste.
- (b) Two friends are discussing the unbridled freedom of the press and its consequences.
5. What is an agenda ? What are the essential features of an agenda ? Illustrate with an example.

5+10+5=20

BACHELOR'S DEGREE PROGRAMME**Term-End Examination****December, 2012****ELECTIVE COURSE : ENGLISH****BEGE-104 : ENGLISH FOR BUSINESS
COMMUNICATION (EBC)***Time : 3 hours**Maximum Marks : 100**Note : Answer all the questions.*

1. Read the passage and answer the questions given below it.

Coal has been used for domestic purposes from a very early period. However, by the beginning of the nineteenth century it has already become very important industrially for its use in the smelting of iron. The urgent need for an ever greater supply of coal led to new contrivances for ensuring its economical production.

Before the commencement of the nineteenth century there were two great difficulties which interfered with the operations of the miner. In the first place, the roof of the mine had necessarily to be propped and, as no one had thought of using wood, coal itself was employed for the purpose. As a result, only sixty per cent of the produce of each mine was raised above the ground. About

the beginning of the nineteenth century, timber struts were gradually substituted for the pillars of coal, and it became possible consequently to raise from the mine all the coal won by miner.

Soon afterwards a much more important discovery was made . The coal miner in his underground calling was constantly exposed to the dangers of a highly inflammable gas called 'fire damp', and was liable to be killed without a moment's notice by a fearful explosion when using a naked flame. Over the year's countless miners had lost their lives in this way.

However, for some years a young Cornishman, named Humphrey Davy, the son of a wood carver in Penzance, who had risen to the rank of the Professor of Chemistry of the Royal Institution, had been experimenting with this dangerous gas. As a result of repeated experiments he had made certain astonishing discoveries, which led to his invention, in 1815, of the first safety lamp, one of the most beneficial inventions that have been given to mankind. It enabled the most dangerous mines to be worked with comparative safety.

The Davy lamp, as it has always been known, consists of a hollow cylinder of wire gauze which surrounds the naked flame from an oil burner. The presence of an explosive gas is indicated by the burning of the fire damp in the

interior of the gauze cylinder, the heat from which is conducted away with sufficient rapidity to prevent the flame inside the cylinder from spreading to the gas in the mine.

- (a) Answer the following questions :
- (i) For what important industrial purpose was coal used at the beginning of the 19th century ? 1
 - (ii) Why was it necessary to prop the roof of a mine ? What was originally used for this purpose ? 2
 - (iii) What better method of propping the roof was later introduced ? How did this affect coal production ? 2
 - (iv) To what dangerous substance were the miners exposed ? Why was it dangerous ? 2
 - (v) What was the beneficial result of Davy's discovery ? What was his invention ? 2
 - (vi) Give a title to the passage. 1
- (b) Find words in the passage which mean the same as the following :
- (i) Surprising 5
 - (ii) Speed
 - (iii) Innumerable
 - (iv) Beginning
 - (v) Devices

- (c) State whether the following statements are *true* or *false*. 5
- (i) Coal has been in domestic use since the beginning of the nineteenth century.
 - (ii) Most of the coal produced in the nineteenth century was used for pit props.
 - (iii) Coal miners exposed to gas died a slow and painful death.
 - (iv) Humphrey Davy was the son of a wood carver in the early nineteenth century
 - (v) The Davy lamp produces light without the use of a flame

2. You want to know if a local company manufactures the items you need for the small business that you own. Write a letter to the company stating what items you need, the quantities that you require and whether delivery can be made in a month's time. 10

3. Fill in the gaps using appropriate linkers : 10
also, either, besides, and, in addition, as well as, too, nor, but, owing to, or.

- (a) _____ to shorthand, she was qualified in book keeping.
- (b) The office was ill-equipped _____ undermanned.

- (c) The new job pays a higher salary _____ being closer to home.
- (d) The company was inefficient. It was unprofitable _____.
- (e) He told me the reason why he left and many more things _____.
- (f) 'They _____ serve who only stand and wait
- (g) He doesn't like sport, _____ anything that attracts crowds.
- (h) The manager wasn't fair and he wasn't honest _____.
- (i) _____ unforeseen circumstances, the flight has been delayed.
- (j) He lost half his fortune, _____ he managed to save his life.

4. Read the letter. Fill in the gaps choosing the best word from the options given below : 10

I have pleasure in confirming our ability to meet your requirements for the XYZ laptop. In view of your special needs, I suggest that you place your (a) for the agreed equipment as fast as possible. The (b) time for hardware for example is 6 weeks from receipt of order to (c). Thus, an order placed with us tomorrow will (d) delivery to your site by the week commencing Monday, 15 December.

All orders must be accompanied by a (e) of

20% of the total amount shown on the attached ___(f)__. The ___(g)___ amount should be paid no later than one week following delivery. Please note that ___(h)___ charges have not been included, and a separate invoice covering these charges will be ___(i)___ at the time of delivery. As I ___(j)___ you on the phone, this particular hardware runs the latest version of XYZ software.

- (a) (i) instruction
(ii) demand
(iii) order
- (b) (i) delivery
(ii) arrival
(iii) transport
- (c) (i) initiation
(ii) introduction
(iii) installation
- (d) (i) compel
(ii) ensure
(iii) maintain
- (e) (i) portion
(ii) percentage
(iii) deposit
- (f) (i) document
(ii) invoice
(iii) cheque
- (g) (i) payable
(ii) owing
(iii) outstanding

- (h) (i) transportation
- (ii) transference
- (iii) transmission
- (i) (i) conveyed
- (ii) issued
- (iii) distributed
- (j) (i) confirmed
- (ii) certified
- (iii) assured

5. Complete the following sentences by putting the verbs in the Past Simple, Past Perfect or Past continuous tense. 10

- (a) Although we _____ (invest) a lot of money in the project, we _____ (decide) to pull out.
- (b) When his father _____ (die), he _____ (run) the business in South America.
- (c) Sheetal Sahgal _____ (be) in charge of the shop in Gurgaon before she _____ (take) over the company.
- (d) While my father _____ (build up) the business in the North, I _____ (do) the same in the south.
- (e) While Sheetal _____ (talk) to the Manager, the workers _____ (pack) the prints ready for dispatch.

6. Write a presentation of about **250** words on **20**
any one of the following topics :
- (a) Managers are born, not made.
 - (b) People are motivated not only by money but job satisfaction.
 - (c) People are the most important asset of any organisation.
 - (d) Your idea of a winning team in business.
7. As a warden of Jamuna hostel, you have noticed **10**
that some of the students residing in this hostel smoke and drink in the night. This is against the rules. Write a memo to the students :
- Clearly forbidding them from smoking and drinking
 - Stating the punishment that will be meted out to them if they are caught smoking/ drinking in the hostel premises.
8. We all have to face interviews at some point or **10**
other in our lives. How do we prepare for an interview ? What are the items that we will take with us to the interview and when and how will we present them during the interview ?
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