

**5/CEC-1 (Syllabus-2017)**

**2 0 1 7**

**( October )**

**ENGLISH**

**( Compulsory English )**

**( Commerce )**

**( Common Paper for B.Com, BCA and BSW )**

*Marks : 75*

*Time : 3 hours*

*The figures in the margin indicate full marks  
for the questions*

**SECTION—I**

**1. Answer the following questions : 5×3=15**

**(a) Give a short account of Ruskin Bond's  
childhood before he went to Shimla.**

*Or*

**Describe Bond's relationship with his  
father.**

**(b) Why is Herman Wouk against  
advertising?**

*Or*

**How does advertising 'spoil' the beauty  
of language?**

( 2 )

(c) Briefly describe JRD Tata's early life.

Or

Discuss JRD Tata's contribution to the Tata Company.

2. Answer the following questions : 5×3=15

(a) What is Dylan Thomas' message to wise men, good men, wild men and grave men in *Do Not Go Gentle Into That Good Night*?

Or

What does the night symbolize? Support your answer with evidence from the text.

(b) How does the poem, *Stopping by Woods on a Snowy Evening* relate to a human being's life?

Or

What kind of dilemma does the poet face when he reaches the woods?

(c) In *View with a Grain of Sand*, how does Szyborska exemplify the different versions of reality that exist?

Or

How is a grain of sand associated with the element of time?

( 3 )

3. Write an essay on any one of the following : 10

- (a) An Indian Festival
- (b) Protecting the Environment
- (c) Gender Equality

SECTION—II

PART—A

4. Answer any three of the following : 5×3=15

- (a) Write an application for the post of Marketing Executive to the Manager of a multinational company.
- (b) Draft a call letter for a written test for the post of Junior Office Assistant in your company. Mention the date, time and venue for the test.
- (c) Draft an interview letter for the post of Assistant Manager in your company inviting all the candidates who have passed the written test for the same.
- (d) Draft a provisional appointment letter for a candidate who has passed the interview for the post of Office Assistant in your company. Mention the terms and conditions of this provisional appointment.

( 4 )

PART—B

5. Answer any *two* of the following : 5×2=10

- (a) Draft a show cause notice to an employee asking him/her to explain his/her unauthorized absence from work and why action should not be taken against him/her.
- (b) An employee in your firm was asked to write a report about Project Clean Up, undertaken three months ago. The report has not been submitted till date. Write a memo to the employee concerned telling him to complete the report and submit it in three day's time.
- (c) As the Secretary of the football club in your college, write a notice informing the members of the club about a meeting to be held at the college auditorium to discuss the forthcoming Intercollege Football Tournament.
- (d) As the manager of a bank, draft a circular informing customers about the opening of a new branch in a busy commercial area.

( 5 )

PART—C

6. Answer any *one* of the following questions : 10

- (a) Discuss the important guidelines that must be followed when drafting a business e-mail.
- (b) Discuss the e-mail etiquette that you have to observe to help maintain good interpersonal relationships.

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