

**Bachelor of Arts (B.A.) (Part-I) Semester-II Examination**

**FUNCTIONAL ENGLISH**

**Optional Vocational**

Time : Two Hours]

[Maximum Marks : 40

**N.B. :—ALL** questions are compulsory and carry equal marks.

1. (A) Answer **ANY ONE** of the following questions in about **100** words :
  - (i) Describe the consonants in English.
  - (ii) Describe the vowels in English. 6
- (B) Answer **ANY TWO** of the following questions in about **50** words each :
  - (i) Write a note on Diphthongs
  - (ii) Write a note on Syllable
  - (iii) Write a note on Phoneme. 4
2. (A) Answer **ANY ONE** of the following questions in about **100** words :
  - (i) What is skimming ? What is the difference between skimming and scanning?
  - (ii) What are the advantages of loud reading? 6
- (B) Answer **ANY TWO** of the following questions in about **50** words each :
  - (i) What is scanning?
  - (ii) Write a note on the structure of the text.
  - (iii) Mention some bad reading habits. 4
3. (A) Answer the following questions in about **100** words :
 

What are the guidelines for making notes?

**OR**

Mention some guidelines for placing an order. 6
- (B) Answer **ANY TWO** of the following questions in about **50** words each :
  - (i) What are personal letters?
  - (ii) What are the guidelines for writing a letter of apology?
  - (iii) What does a letter of apology consist of ? 4
4. (A) Rewrite the following sentences changing the voice :
  - (i) Everyone loves them.
  - (ii) He was given a pencil by me.
  - (iii) People will soon forget it. 3
- (B) Change the narration :
  - (i) He said to me, "Are you going to market?"
  - (ii) "Let's go to the cinema this evening", John said.
  - (iii) "Please, don't disturb me," she said.
  - (iv) Mohan said he was going to Patna. 4
- (C) Do as directed :
  - (i) The thief saw the police and ran away. (Make it simple sentence)
  - (ii) Though Aruna did well at college, she could not find a job. (Make it compound sentence)
  - (iii) He went over the hill. He saw the river. (Make it complex sentence) 3