

Roll No: -----



UNIVERSITY OF PETROLEUM AND ENERGY STUDIES

End Semester Examination, May 2018

Program: BTech CS LLB CL-II

Subject (Course): General English-II

Course Code : CLN1011

No. of page/s: 04

Semester – II

Max. Marks : 100

Duration : 3 Hrs

Section-A (30)

I. State whether the following statements are true or false (a – q) and fill in the blanks (r – t) (20)

- a) Email writing is informal and no grammatical rules are required to be followed while composing it.
- b) You want to be top-of-mind, so post a status update daily on LinkedIn.
- c) Your LinkedIn profile's headline should state just your current or desired job title.
- d) A good social etiquette on LinkedIn is not personalizing your message for new invitations
- e) The maximum number of groups you can join on LinkedIn is 100
- f) You must not create a customized URL for your LinkedIn address.
- g) Since an urgent email requires immediate attention, we must choose to write the entire text in capital letters
- h) When writing a research paper, the use of slang is not at all appropriate.
- i) Netiquette is the etiquette governing the use of internet.
- j) A literature review should simply be a "recap" of one article after another.
- k) An extensive list of references at the end of the dissertation shows that it has used theory effectively.
- l) The acceptable writing style of a research paper is "Easy to read with a pleasant, conversational tone, interesting rhetorical devices, and lots of creative writing"
- m) Writing a bio not only requires polished and developed writing skills, but it also requires intricate self – analysis.
- n) Introduce yourself as though the readers of your Bio have never met you and you should start with your name.
- o) As a student, when writing a research project, it is best to keep the topic very broad.
- p) You are continuously moving forward and your bio should not reflect that fact.
- q) List your most recent accomplishments in your bio brief. Do not describe them just list them.

- r) Interpretation of the results comes under _____ section of your research paper.
- s) MLA style commonly is used in _____, Philosophy and Religion.
- t) APA style is commonly used in disciplines such as Education, Psychology and _____.

II. Given below are some of the extracts from professional emails. Keeping in view the principles of effective email writing, rewrite them to make them precise and effective (5x2:10)

- a) A Good news! Company is planning a trip to Goa. Those interested may contact the undersigned
- b) Meeting sched at three. Drop in with sales recds
- c) don't send employee review package plan. mgt following promotion scheme of empallo.
- d) read ur mail and appointment letter. thanks.
- e) SORRY TO ANNOUNCE THE SAD DEMISE OF MR BLOCKHEAD JEJUNE.
CONDOLENCE MEETING TO BE HELD AT 11PM IN THE PORTICO IN FRONT OF PLANT C

Section – B (30)

III. Assume that as a Cultural Secretary, you are organizing a flute recitation program in your College/ University. Draft an email informing all the faculty, staff and students of your college about the event and inviting them to attend the program. Invent the necessary details (10)

IV. Using your critical thinking skills develop a survey questionnaire, a set of 10 questions on the following (10)

The Chief librarian of your university wants to conduct a readership study to learn about readers' preferences on who reads what in both print and online

V. Develop a bio-brief using the following information in about 100 words. (10)

Born	Mark Elliot Zuckerberg, May 14, 1984 (age 33), White Plains, New York, U.S.
Residence	Palo Alto, California, U.S.
Occupation	Technology entrepreneur philanthropist
Years active	2004-present
Known for	Co-founding and leading Facebook

Home town	Dobbs Ferry, New York, U.S.
Salary	One-dollar salary[1]
Net worth	US\$66.4 billion[2] (April 2018)
Spouse(s)	Priscilla Chan (m. 2012)
Children	2
Relatives	Randi Zuckerberg (sister)
Website	facebook.com/zuck

Section-C (20)

VI. Annotate (introduction, context & meaning) **any two** of the following excerpts (2x3:6M)

- “Not a parent and not a pupil. Then what is he?”
- “Dammit, I want my tuition fees back! Is that plain enough?”
- “Oh you can’t think of a question that’s easy enough. You were always a numskull.”
- “You must not joke about a serious examination. I’m going to ask you two questions. One of them is easy; the other is hard”

VII. Answer the following questions (7+4+3:14M)

- Fritz Karinthy targets the modern education system for not preparing the students for life. Discuss in about 200 words
- Discuss the conversation between the History teacher and Wasserkopf.
- Discuss the plan devised by the teachers to outwit Wasserkopf.

Section-D (20)

VIII. Following slide does not abide by **the rules of an ideal presentation**. Enumerate five points to support the statement. (10)



IX. Fill in the blanks with appropriate word from the given list (10)

[well, audience, colour, impact, messages, communication, presentation, efficiently, effectively, creating, delivering, connection, Discussion, Q/A]

Delivering your presentation _____ is the key skill to get your _____ across. _____ a captivating presentation requires a lot of _____. The first step to a good presentation is to establish a _____ with the audience. Avoid _____ from the paper or screen as it prevents you to make _____ with the audience. Visual aids must be used to add _____ and strengthen _____ involvement. It is a good idea to have a _____ session at the end of the presentation.