

HINDUSTAN COLLEGE OF ARTS & SCIENCE
DEPARTMENT OF ENGLISH
FIRST YEAR –I SEMESTER –PROFESSIONAL ENGLISH-I
QUESTION BANK

FOR ALL STREAMS

Professional English for Physical Sciences--PZ1SA

Professional English for Arts and Social Sciences-- PZ1AA

Professional English for Commerce and Management-- PZ1CA

Professional English for Life Sciences-- PZ1SB

ANSWER THE BELOW QUESTIONS

When we hear the word "crystals," we usually think of coloured minerals. But those are not the only types of crystals. Graphite in pencils, table salt, and snow are crystals, too.

What all crystals have in common is an extremely well-organized molecular structure. In a crystal, all of the atoms (or ions) are arranged in a regular grid pattern. For example, in the case of table salt (NaCl), the crystals are made up of cubes of sodium (Na) ions and chlorine (Cl) ions. Each sodium ion is surrounded by six chlorine ions. Each chlorine ion is surrounded by six sodium ions. It's very repetitive, which is exactly what makes it a crystal!

Different minerals have different molecular compositions. These molecular compositions form structures of different shapes. Table salt naturally forms cubic crystals. Quartz crystals, which are made up of silicon dioxide (SiO₂) molecules, form hexagonal prisms with hexagonal pyramids on either end. Snow is a form of ice crystal. It is made up of water (H₂O) molecules. These water molecules form flat hexagonal plane crystals.

1. Synonyms:

- A) Repetitive
- B) Molecules
- C) Compositions

2. Match the following:

- A) Graphite - Chlorine ion
- B) Sodium ion - Cubic crystals
- C) Table salt - Pencils

3. Fill in the blanks:

- A) Each chlorine ion is surrounded by ____ sodium ions.
- B) Different minerals have different _____ compositions.
- C) Quartz crystals are made up of _____.

4. Rearrange the following words in proper order:

- A) six/ by/ chlorine/ is/ sodium/ surrounded/ each/ ions/ ion
- B) of/ a/ ice/is/ crystal/ snow/ form
- C) is/ up/ molecules/ snow/ water/ made/ of

5. Choose the right word:

- A) The atoms are arranged in a ____ (irregular/regular) grid pattern.
- B) All crystals in common have ____ (unorganised/well-organized) molecular structure.
- C) Different minerals have ____ (different/indifferent) molecular compositions.

ANSWER THE BELOW QUESTIONS

The ocean is never still. Whether observing from the beach or a boat, we expect to see waves on the horizon. Waves are created by energy passing through water, causing it to move in a circular motion. However, water does not actually travel in waves. Waves transmit energy, not water, across the ocean and if not obstructed by anything, they have the potential to travel across an entire ocean basin.

Waves are most commonly caused by wind. Wind-driven waves, **or** surface waves, are created by the friction between wind and surface water. As wind blows across the surface of the ocean or a lake, the continual disturbance creates a wave crest. These types of waves are found globally across the open ocean and along the coast.

More potentially hazardous waves can be caused by severe weather, like a hurricane. The strong winds and pressure from this type of severe storm causes storm surge, a series of long waves that are created far from shore in deeper water and intensify as they move closer to land. Other hazardous waves can be caused by underwater disturbances that displace large amounts of water quickly such as earthquakes, landslides, or volcanic eruptions. These very long waves are called tsunamis. Storm surge and tsunamis are not the types of waves you imagine crashing down on the shore. These waves roll upon the shore like a massive sea level rise and can reach far distances inland.

The gravitational pull of the sun and moon on the earth also causes waves. These waves are tides or, in other words, tidal waves. It is a common misconception that a tidal wave is also a tsunami. The cause of tsunamis is not related to tide information at all but can occur in any tidal state.

6. Revisit the text and explain these concepts:
 - A) Surface Waves.
 - B) Storm Surge.
 - C) Tsunamis.
7. Find the meaning of these words:
 - A) Hurricane
 - B) Massive
 - C) Hazardous
8. What creates a Wave Crest?
9. Write your own experience of admiring the waves.
10. Say whether it is True or False:
 - A) The gravitational pull of the sun and moon on the earth also causes waves.
 - B) Water travels in waves.
 - C) A tidal wave is also a tsunami.
11. Imagine yourself as a student of Computer Science, and you attend a Lab class, and you discuss the use of learning computer graphics and cryptography with your friends.
12. What is a definition? Explain the steps of writing a definition with examples.
13. Write in about 50 words without making corrections or refining your text, the ways and means of saving electricity.
14. Explain the Applied Number Theory of an ATM.
15. Write a note on LED.
16. Explain Extended Definitions with examples.

17. Read the following text and answer the questions given below.

THE EFFECT OF MOBILE PHONES

Can talking on a mobile phone be hazardous to your health? It is difficult to know for sure. Some research suggests that heavy users of mobile phones are at a greater risk of developing cancerous brain tumors. However, many other studies suggest that there are no links between cancer and mobile phone use. The main problem with current research is that mobile phones have only been popular since the 1990s. As a result, it is impossible to study long term exposure to mobile phones. This concerns many health professionals who point out that certain cancers can take over twenty years to develop. Another concern about these studies is that many have been funded by the mobile phone industry or those who benefit from it.

Over five billion people now use mobile phones daily, and many talk for more than an hour a day. Mobile phone antennas are like microwave ovens. While both rely on electromagnetic radiation (EMR), the radio waves in mobile phones are lower in frequency. Microwave ovens have radio wave frequencies that are high enough to cook food, and they are also known to be dangerous to human tissues like those in the brain. The concern is that the lower-frequency radio waves that mobile phones rely on may also be dangerous. It seems logical that holding a heat source near your brain for a long period is a potential health hazard.

Some researchers believe that other types of wireless technology may also be dangerous to human health, including cordless phones, wireless gaming consoles, and laptop or tablet computers with wireless connections. They suggest replacing all cordless and wireless devices with wired ones where possible. They also say that many cordless phones can emit dangerous levels of Electromagnetic Radiation even when they are not in use. They even suggest keeping electronic devices such as desktop and tablet computers out of the bedroom, or at least six feet from the head while we're sleeping.

A growing number of health professionals worldwide are recommending that mobile phone users err on the side of caution but this cannot be accepted, until more definitive studies can be conducted. They use the example of tobacco to illustrate the potential risks. Many years ago, people smoked freely and were not concerned about the effects of cigarettes on their health. Today, people know that cigarettes cause lung cancer, though it is still unknown exactly how or why. Some doctors fear that the same thing will happen with mobile phones. In May 2016, the UK's Independent newspaper reported on research by the US government's National Toxicology Program that showed a slight increase in brain tumors among rats exposed to the type of radio frequencies commonly emitted by mobile phones. This doesn't prove that mobile phones can cause brain tumors in humans, but it does show that it's possible. As a result, many experts now recommend texting or using headsets or speakerphones instead of holding a mobile phone to the ear.

- a. How does the usage of mobile phones affect our health?
- b. In what way does a cordless phone harm our body?
- c. What are the dangers caused by the microwave oven to humans?
- d. Why should electronic gadgets be kept out of the bedroom while sleeping?
- e. What was the finding of the US government's National Toxicology?

18. Imagine yourself as an employee in a multinational company as a Team Leader. You are explaining to your teammates the recent project and the importance of completing it in a month and Clear the doubts raised by your team members as and when they ask them.

19. Elaborate on "Role- Play".

20. Explain "Process Description" with an example.

21. "Science can only flower out when there is an internal urge. It cannot thrive under external pressure." Connect these words of Sir CV Raman with his actions.

22. How are soap bubble formed and how can they affect a person medically?
23. What happened to Mike, a microbat in the story "Too Bad" by Issac Asimov?
24. Write an essay on any one weak AI you know.
25. Brief out the similarities and differences between biomass and biofuel.
26. Define Power Crops and discuss their significance in manufacturing biofuel.
27. Detail a strong AI that has proved its usage as inevitable
28. Based on the story, 'Too Bad' write an imaginary essay on the future of robotics in the field of medicine.
29. Elucidate the terms merging, stability, wetting on the basis of soap bubble.
30. Define the following terminologies
 - A. Molecular Diffraction
 - B. Infrared Spectra
 - C. Photo detectors
 - D. Opalescence
 - E. Diffraction Grating
31. Write a paragraph on the legacy of Kalpana Chawla.
32. How are Black holes formed?
33. What is a Black hole? Why is NASA interested in it?
34. Explain this functionality of gravitational force with examples
35. Who invented cosmic Rays? What was his hypothesis?
36. What makes Kalpana Chawla an achiever?
37. Write a report on the Columbian crew which Kalpana Chawla was part of.
38. List out the names of Mathematicians that traced the growth of 'pi'. State their ideas on it.
39. Write an essay on Wireless communication.
40. How did Newton identify the gravitational force?
41. What is the Pythagorean Theorem?
42. How is space technology useful to us now a day?
43. How do we get signals for our Dish Antennas?
44. Write some of the great achievements of the Indian space research organization?
45. Write about the uses of GPS?
46. What is big bang theory?
47. What is galaxy?
48. Write the advantages and disadvantages of 5G network?
49. What are the uses of satellites?



I. VOCABULARY

10 marks

A. Choose the correct meaning and write one sentence on your own using the word.(5)

(i) Chaotic

- a. Pandemonium
- b. Fixed
- c. Orderly

(ii) Malady

- a. Ailment
- b. Bitterness
- c. Chronic

(iii) Slouch

- a. lazy
- b. active
- c. relax

(iv) Behaviour

- a. The way in which one acts or conducts oneself
- b. The way in which one supports other
- c. The way in which one reacts other

(v) Subaltern

- a. Lower status
- b. Someone who has been marginalized or oppressed
- c. An officer in the British army

B. Fill in the blanks with words given in the box.(5)

Anticipation, Behavior, Emotional experience, Civilizing, Primary Emotions, Acceptance, Intelligence, Character
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- i.is bringing a place or people to a stage of social and cultural development considered to be more advanced.
- ii. A healthy sense ofcan often help energize our lives, and even help us get through tough times.
- iii. A person's private.....determines how he or she will respond to a situation.
- iv. is an adaptation to physical and social environment.
- v. Role play is the act of imitating the.....of someone or placing oneself in an imaginary situation especially as part of a training exercise or a language learning activity.

II. READING

2x10 =20 marks

C. Read the following passage and answer the questions that follow.(10)

APJ Abdul Kalam's speech at IIT Madras 2010

Friends, before I begin my address I want to share a thought with all the youth present here. I have met, so far, 11 million youth like you in a decade's time, in India and abroad. I have seen their hopes, experienced their pains, walked with their aspirations and heard through their despair. All this experience made me learn something about them, which I would like to share with you: I learnt, every youth wants to be unique, that is, YOU! But the world all around you, is

doing its best, day and night, to make you just "everybody else". Being like everybody else is convenient at the first glance, but not satisfying in the long vision.

The challenge, therefore, my young friends, is that you have to fight the hardest battle, which any human being can ever imagine to fight; and never stop fighting until you arrive at your destined place, that is, a UNIQUE YOU! Being unique will require excellence. Let us understand what is excellence in more detail.

Excellence is a self-imposed self-directed life-long process. Excellence is not by accident. It is a process, where an individual, organization or nation, continuously strives to better oneself. The performance standards are set by themselves, they work on their dreams with focus and are prepared to take calculated risks and do not get deterred by failures as they move towards their dreams. Then they step up their dreams as they tend to reach the original targets. They strive to work to their potential, in the process, they increase their performance thereby multiplying further their potential and this is an unending life cycle phenomenon. They are not in competition with anyone else, but themselves.

In this context, I will talk to you about four important aspects in life with my experiences. Aim in life, Acquiring Knowledge, Working Hard towards your dream even in the times of difficulty and then finally how to manage failures and success in life.

- 1) What does the author mean when he says I have seen their hopes.... Heard through their despair?
- 2) What does the author mean by "UNIQUE YOU"?
- 3) What does the world around you wants you to be according to the passage?
- 4) How according to the author APJ Abdul Kalam, the pursuit of excellence achieved?
- 5) What is the "unending life cycle phenomena" that the author is referring to?

D. The following chart gives the information about the classroom management with its different characteristics. Interpret and express your opinion in four or five paragraphs on the classroom management based on the picture. (10)



III. WRITING

2x10 = 20 marks

E. Read the following passage and make notes using any one of the suitable methods of note making and summarise the information. (10)

PAPER BOOKS AND E-BOOKS

There is a growing concern that mass media and digital technologies have decreased the time spent on reading. Still, people all over the world still like books. Reading is a great pleasure because you have a chance to immerse into the exciting world and learn something new. Thousands of new books are published every year, and given the number of already existing books, every person has unlimited opportunities in selecting some interesting pieces of literary work. During the past several years, e-books have gained immense popularity around the world. Due to their accessibility and convenience, they easily won over the market and now successfully compete with traditional paper books. This essay will explore differences and similarities between e-books and paper books.

Despite all their visible differences, digital versions and paper books are similar in many ways. First, they both have the same text structure including the cover, title page, copyright page, table of content, chapters, etc. Second, they have the same function – provide readers with new information. Irrespective of the form, all readers use paper books and e-readers for the same purposes, that is, to study, relax, work, and learn.

At the same time, there are many differences between them too. E-books are sleek and thin, which makes them easier to carry. They have a huge capacity, meaning that users can download thousands of books in one gadget and spare themselves of the necessity of carrying large volumes. Some opponents of e-books claim that contrary to regular books, electronic devices are not so pleasant to smell and touch. They are made of plastic and metal that have no smell, whereas traditional books smell of paper, ink, dust, someone's perfumes, and many other things related to their history. Some people love old library books for this unique, authentic smell that cannot be compared to the coldness and impersonality of digital devices.

Another important difference relates to books' durability. Traditional paper books can stand the test of time. They easily withstand heat, falls, moisture, tearing, and so on, which allows to keep them for hundreds and even thousands of years. E-readers do not have this amazing quality. They are easier to carry and hold, yet they may break at any time; files kept in gadgets can be damaged by computer viruses. Besides, as technologies develop, some e-book models come out of use, which means that a person will have to buy new models to be able to download and use digital books.

The cost is another point of comparison. While e-books themselves can be expensive, users can save much money by buying electronic versions of printed books. They often cost half the price of traditional books and can be downloaded immediately. Paper books, especially rare ones, can be very expensive and hard to find. Moreover, buying many paper books to use for a limited period of time (e.g., for studying) is impractical. At the same time, the value of some paper books may increase with time, which allows collecting and reselling them later for much profit.

To conclude, the selection of a form depends on the purpose, readers' taste, financial resources, etc. E-books and traditional books have their similarities and differences, and it seems there is no better choice. Ultimately, it is information that matters, so everything works as long as you can get it.

F. Write an essay on any ONE of the followings. (10)

- (i). Write an essay on "How do you productively utilise the Covid-19 Lockdown period".
- (ii). Write a narrative essay on the incident which created an impact on you.

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1. Give instructions for the proper usage of Washing Machine as a Sales person.
 2. Discuss the pros and cons of Interlinking of rivers.

3. **Read the following passage carefully and answer the given questions:**

The United States and all other modern industrial economies experience significant swings in economic activity. In some years, most industries are booming and unemployment is low; in other years, most industries are operating well below capacity and unemployment is high. Periods of economic prosperity are typically called expansions or booms; periods of economic decline are called recessions or depressions. The combination of expansions and recessions, the ebb and flow of economic activity, is called the business cycle.

Business cycles as we know them today were codified and analyzed by Arthur Burns and Wesley Mitchell in their 1946 book *Measuring Business Cycles*. One of Burns and Mitchell's key insights was that many economic indicators move together. During an expansion, not only does output rise, but also employment rises and unemployment falls. New construction also typically increases, and inflation may rise if the expansion is particularly brisk. Conversely, during a recession, the output of goods and services declines, employment falls, and unemployment rises; new construction also declines. In the era before World War II, prices also typically fell during a recession (i.e., inflation was negative); since the 1950s prices have continued to rise during downturns, though more slowly than during expansions (i.e., the rate of inflation falls). Burns and Mitchell defined a recession as a period when a broad range of economic indicators falls for a sustained period, roughly at least half a year.

Just as there is no regularity in the timing of business cycles, there is no reason why cycles have to occur at all. The prevailing view among economists is that there is a level of economic activity, often referred to as full employment, at which the economy could stay forever. Full employment refers to a level of production in which all the inputs to the production process are being used, but not so intensively that they wear out, break

down, or insist on higher wages and more vacations. When the economy is at full employment, inflation tends to remain constant; only if output moves above or below normal does the rate of inflation systematically tend to rise or fall. If nothing disturbs the economy, the full-employment level of output, which naturally tends to grow as the population increases and new technologies are discovered, can be maintained forever. There is no reason why a time of full employment has to give way to either an inflationary boom or a recession.

Business cycles do occur, however, because disturbances to the economy of one sort or another push the economy above or below full employment. Inflationary booms can be generated by surges in private or public spending. For example, if the government spends a lot to fight a war but does not raise taxes, the increased demand will cause not only an increase in the output of war matériel, but also an increase in the take-home pay of defense workers. The output of all the goods and services that these workers want to buy with their wages will also increase, and total production may surge above its normal, comfortable level. Similarly, a wave of optimism that causes consumers to spend more than usual and firms to build new factories may cause the economy to expand more rapidly than normal. Recessions or depressions can be caused by these same forces working in reverse. A substantial cut in government spending or a wave of pessimism among consumers and firms may cause the output of all types of goods to fall.

Another possible cause of recessions and booms is monetary policy. The Federal Reserve System strongly influences the size and growth rate of the money stock, and thus the level of interest rates in the economy. Interest rates, in turn, are a crucial determinant of how much firms and consumers want to spend. A firm faced with high interest rates may decide to postpone building a new factory because the cost of borrowing is so high. Conversely, a consumer may be lured into buying a new home if interest rates are low and mortgage payments are therefore more affordable. Thus, by raising or lowering interest rates, the Federal Reserve is able to generate recessions or booms.

This description of what causes business cycles reflects the Keynesian or new Keynesian view that cycles are the result of nominal rigidities. Only when prices and inflationary expectations are not fully flexible can fluctuations in overall demand cause large swings in real output. An alternative view, referred to as the new classical framework, holds that modern industrial economies are quite flexible. As a result, a change in spending does not necessarily affect real output and employment. For example, in the new classical view a change in the stock of money will change only prices; it will have no effect on real interest rates and thus on people's willingness to invest. In this alternative framework, business cycles are largely the result of disturbances in productivity and tastes, not of changes in aggregate demand.

The empirical evidence is strongly on the side of the view that deviations from full employment are often the result of spending shocks. Monetary policy, in particular,

appears to have played a crucial role in causing business cycles in the United States since World War II. For example, the severe recessions of both the early 1970s and the early 1980s were directly attributable to decisions by the Federal Reserve to raise interest rates. On the expansionary side, the inflationary booms of the mid-1960s and the late 1970s were both at least partly due to monetary ease and low interest rates. The role of money in causing business cycles is even stronger if one considers the era before World War II. Many of the worst prewar depressions, including the recessions of 1908, 1921, and the Great Depression of the 1930s, were to a large extent the result of monetary contraction and high real interest rates. In this earlier era, however, most monetary swings were engendered not by deliberate monetary policy but by financial panics, policy mistakes, and international monetary developments.

1. Which of the following is TRUE in the context of the passage?

- a) Boom in an economy can be caused by cutting down the government expenditure.
- b) Central bank is solely responsible to bring a boom/ recession in the economy by changing the interest rates.
- c) Full employment level of output can be maintained in an economy forever.
- d) After world war II the inflation rates fall but didn't become negative as compared to before World War II.

OPTIONS:

- A) Both b) and c)
- B) Both b) and d)
- C) Both c) and d)
- D) Only b)

2. In a perfect scenario of Full employment what can cause a business cycle to occur?

- a) A wave of optimism among consumers and producers.
- b) When government's expenditure exceeds its income.
- c) When government' income exceeds its expenditure or reduction in government spending.
- d) Pessimism among government officials.

OPTIONS:

- A) All of these
- B) Both a) and b)
- C) Both b) and c)
- D) All a), b) and c)
- E) Only b)

3. Prewar depressions, including the one of 1908,1921 and great depression of 1930s was the result of which phenomena?

- A) increase in money supply
- B) decrease in money supply
- C) Rise in real interest rates.
- D) both A) and B)
- E) both B) and C)

4. What theory does the alternative view or classical view hold?

- A) Modern economies are rigid.
- B) Change in spending does not necessarily change output and employment.
- C) both A) and B)
- D) business cycles are the result of changes in aggregate demand
- E) both B) and D)

5. How the monetary policy affects the spending habits of public?

- A) It influences the size and growth rate of money stock and eventually the rates of interests.
- B) In case of high interests, a firm may postpone its decision to build a factory.
- C) Monetary policy stances adopted by the central bank can throw an economy into expansion or depression.
- D) Monetary policy affects magnitude of the money supply in the economy.
- E) All of these.

4. Debate with your friend the advantages of online classes.

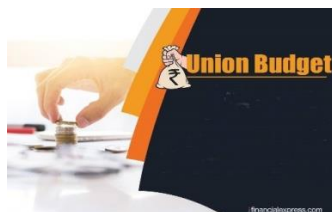
5. Write about your business idea and discuss the rate of success of your idea.

6. Develop an idea based on the picture given below



7. Give instructions for a newly joined trainee in the organization that you work.

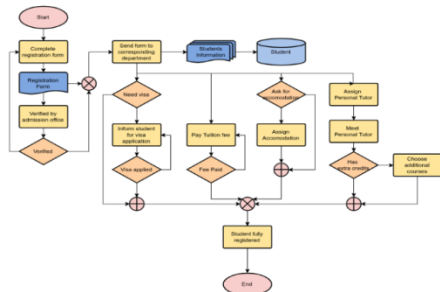
8. Develop an idea based on the picture given below



9. Initiate a conversation regarding the planning of union budget.
10. Debate on work pressure during normal days Vs COVID times(Work From Home)
11. **Convert the given passage into a flowchart.**

This flow chart describes the process of extraction of silver from its ores. Silver occurs in ores of several metals. Firstly the ore is ground to powder. Then the frothing agents are added to the powder and it is thoroughly agitated by air. The silver bearing ore is skimmed off and washed. The final refining is done using electrolysis. Through this froth process 75% of silver is extracted from its ore.

12. **Convert the flowchart into a passage.**



13. **Look at the picture and write down the product description.**



14. **Describe the product with the picture.**



15. **Read the passage and answer the questions :**

E-shopping or online shopping simply means shopping via the Internet. An example is the integrated online shopping-cart system that allows the user to order directly over the Web. Then, there is the online shopping-cart system that allows the user to generate an order form to be sent to the merchant via fax or snail-nail. Today, many people are taking advantage of this convenient way of shopping. However, together with this luxury of convenience, new concerns on information security have emerged, with online frauds or cyber crimes being one of the biggest threats.

To make e-shopping safer, here are some tips: First, choose e-shopping sites that are well-known or provide trusted services like Amazon.com as these sites "put their name on the line". When in doubt, always check out the merchant website. Contact someone there who can verify the company's privacy policy for you before you make a purchase. Ask if they will send you a catalogue. If they do not list phone numbers and only have an e-mail address, you have to be careful.

Before typing in your credit card information, look for the "plural URL." That is, when you go to the site's checkout page, the "http" in the URL should change to "https." A closed padlock or key should also appear on the page, letting you know your personal information will be encrypted or scrambled. If you don't see either of these "locked" icons or a change in the URL, log out and shop elsewhere. Even if you see a proof of encryption, such as the plural URL, you should not equate that with the site's trustworthiness. To verify the site's trustworthiness, call the company to ask about its privacy policy.

You have found a trustworthy site with a secure checkout page. Now you are ready to pay. With what do you pay? Cheque, money order, debit card or credit card? Experts say credit cards are the safest method for online purchases as most credit cards have protection on them. Even if someone rips you off, you can dispute the charge. Secondly, by using a credit card, it is not just your money on the line but also the creditor's. If you have a problem with your transaction, the credit card company will help you resolve it. If you are at the checkout page and the site asks for your date of birth and identity card number, be very careful as people can manipulate this combination to start applying for new credit cards in your name. If anything seems suspicious, call up the company. Also, be wary of sending out credit card information via e-mail or instant messaging as neither is encrypted.

According to the latest survey, books are one of the things bought most online. This is followed by accessories. Cosmetics and groceries are increasingly being purchased online. Today, most of the travelers are buying tickets online because it is a quick and easy way to make a purchase.

Is online shopping safer than shopping offline? It is difficult to say. When shopping online, caution is the word.

A. From paragraph 1,

(a) Define e-shopping.

(b) What is the difference between the integrated online shopping-cart system and the online shopping-cart system?

B. From paragraph 2, what is one of the biggest threats to e-commerce?

C. From paragraph 4, what do the "plural URL" and the "locked icon" indicate?

D. From paragraph 5,

(a) Give *two* advantages of paying by credit card.

(b) Why is it dangerous to send credit card information via e-mail or instant messaging?

E. Given a chance, would you shop online? Give a reason for your answer.

16. Create marketing copy for the following products:

- a. Lipstick
- b. Juice
- c. Mobile
- d. Watch
- e. Floor Cleaner

17. Write a paragraph on Digital Marketing

18. Write a paragraph on Sales Promotion.

19. Write definitions for the following words:

- a. Mortgage
- b. Invoice
- c. Negotiate

20. Write extended definitions for the following words:

- a. Cash Flow
- b. Supply chain
- c. Revenue

21. State the differences between sales, marketing and negotiation techniques.

22. Brief on the instructions that are supposed to be used and avoided in a group discussion.

23. Formulate 7 exchanges between two business men from the textile industry using alternate words used in negotiations.

24. What are the strategies an ideal negotiation withholds?

25. Define derisking strategy and explain how Narayana Murthy evolved this concept.

26. Mention different types of essays with appropriate explanation.

27. Write an argumentative essay on **Covaxin** - Covid 19 Vaccine by following the authentic structure of an essay.

28. Describe the significance of written communication in a business.

29. How does Portia's negotiation skill save Antonio from Shylock?

30. When can a negotiation be termed as a good one?

31. Define decision making and its process?

32. What are the strategies involved in presentation?

33. What are the benefits of digital marketing?

34. Mention the characteristics of a good team leader?

35. What is the process of Time Management?
36. Impact of advertising on sales performance?
37. What are the steps involved in recruitment process?
38. Model auxiliaries :
 You Look at me when I am talking to you(could, should, would)
39. I be able to help you , but I'm not sure yet .(might, would, should)
40. Tense: The head master to talk to you (want, wants, is wanting)



1. Define interpersonal communication?
2. Give instruction to your classmates to open a G-mail account?
3. Explain imperative sentence and its usage.
4. What are the two ways of conversation?
5. Explain picture writing.
6. What is the purpose of communication?
7. What does listening requires?
8. What is flow chart?
9. What is a role play?
10. What are the techniques employed while reading?
11. Explain skimming and scanning?
12. What is description?
13. What is descriptive writing?
14. Define single sentence definition? Give examples.
15. What is extended definition? Give examples.
16. What is an Interview?
17. What can we develop by listening to Interviews?
18. What is Brainstorming?
19. What are the instructions to be followed during Brainstorming?
20. What is Mind Mapping?
21. What is Group Discussion?
22. Why learn the skill of writing an essay?
23. Mention any two types of writing.
24. How to explain your ideas using Flow chart?
25. How to read a pie chart?
26. Define PPT?
27. What is Note Making?
28. Explain the formats for Note Making?
29. Explain the structure of writing a paragraph?
30. What is summary writing?



I. VOCABULARY:

(10 marks)

A. Choose the correct meaning and write one sentence on our own using the word. (5)

(i) Bile

- a. A dark green to yellowish-brown fluid
- b. An organelle
- c. A contraction

(ii) Denaturation

- a. A chemical reaction
- b. A process in which proteins or nucleic acids lose the structure
- c. The process of reversing

(iii) Ectoderm

- a. A chemical entity that donates electrons
- b. The organic vessel containing the zygote
- c. The outermost layer of cells or tissue of an embryo

(iv) Entomology

- a. The scientific study of insects.
- b. The study and analysis of the patterns
- c. The scientific study of non-human animal behaviour

(v) Mast cell

- a. A specialized type of cell
- b. A cell filled with basophile granules
- c. Eukaryotic cell

B. Fill in the blanks with words given in the box. (5)

staminate flower	meiocytes	silkworm	parasites
Hippocrates	centromere	meiosis	abdomen
Pistilate flower	DNA	descents	origin

- (i) Cells which undergo meiotic division are called _____.
- (ii) _____ is the genetic material found in the nucleus of human cell.
- (iii) Spindle fibres attach at the _____ of the chromosomes.
- (iv) Silk is produced by _____.
- (v) Organisms which draw food from the host body are called _____

II. READING

(20marks)

C. Read the following passage and answer the questions that follow. (10)

Plants are important to us. All the food that we eat comes either directly or indirectly from plants. However, the question is, what do plants eat? Well, they do not actually eat the way we do but they make their own food. The process by which this takes place is called photosynthesis.

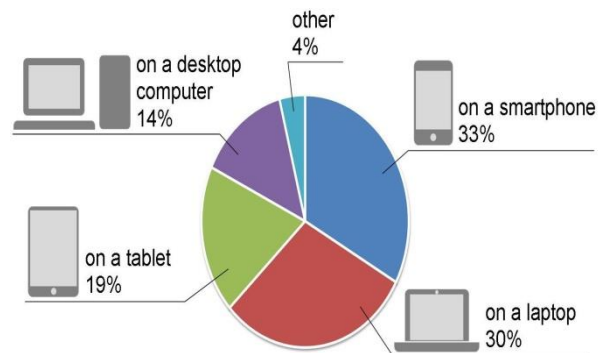
Plants make food in their leaves. The leaves contain a pigment called chlorophyll which gives the leaves their green color. Besides chlorophyll, plants also need the light from the sun to help in its food production. Besides the sun, plants can also make food with the use of other light sources such as a light bulb. For photosynthesis to take place, plants also need carbon dioxide that is found in the air. Animals and people help in providing carbon dioxide for the plants to make food when they breathe out.

Lastly, but just as important, plants make use of their roots to absorb the nutrients found in the soil to help them make food. When all these different things are present, the plants can then make food. In the process of making food, plants release oxygen, which is beneficial to animals and people. Plants, animals and people are dependent on one another to survive, Plants provide oxygen for animals and people to breathe and animals and people provide carbon dioxide for the plants to make food.

(i) Answer the following questions. (10)

- What is photosynthesis?
- Where does photosynthesis take place?
- What do plants need for photosynthesis to take place?
- How do animals and people help in the photosynthesis process?
- How do plants, animals and people help each other?

D. The pie chart given below illustrates how internet users prefer to access the internet at home and in other places. Summarise the information in the pie chart by selecting and reporting the main features in four or five paragraphs. (10)



III. WRITING

(20marks)

E. Read the following passage, make notes in any one of the methods and summarise the information. (10)

The bacterium that causes the bubonic plague is called *Yersinia pestis*. It can survive in rodent populations and is spread to other mammals, including humans, through flea bites. The point of origin for the Black Death was most likely a population of marmots—small, prairie-dog like rodents—in Central Asia. Marmots generally avoid contact with humans, but rats will readily come in contact with both marmot and human populations. Rats also carry fleas, making them an ideal vehicle—from the perspective of the plague, at least—for spreading the bubonic plague.

The plague caused an epidemic in China in the 1330s, and again in the 1350s, causing tens of millions of deaths. The 1330s outbreak also spread west across Central Asia via traders using the Silk Road. Historian William McNeill argued that *caravanserai* - rest stops for traders - facilitated the spread of the disease as traders and their animals interacted in close quarters. That proximity provided new hosts for the disease, who then carried it to new locations, repeating the process of introducing and spreading the plague along overland trade routes. By the 1300s, several Italian city-states had established trade relationships throughout the Mediterranean and Black Seas.

The Genoese had a successful colony at the city of Kaffa on the Crimean Peninsula, which they held with the permission of the Mongol rulers of the region. In 1344, disagreements between the Genoese and the Mongols led to conflict. In 1346, the plague reached the Mongol soldiers who were besieging the city of Kaffa. Stories from the period tell us that the plague devastated the Mongol army, forcing it to give up the siege. Some of these stories also include a more gruesome detail: the Mongols catapulted the dead bodies of the soldiers who died of the plague into the city.

Whether the Mongols intended to spread the disease, and whether the story is even true, is not clear. What is clear is that some residents of Kaffa were infected with plague.

The plague continued to travel through Asia, eventually hitting major cities such as Baghdad and Constantinople. From there, it traveled to Alexandria in Egypt, Damascus in Syria, and down the Red Sea to Mecca. From there it almost certainly entered the Indian Ocean trade networks. The plague also traveled with Genoese merchants back to Italy, first to the port of Messina in 1347, and then north through Europe over the next several years.

F. Write an essay on any ONE of the following. (10)

a) Why technology is a bad thing for growing minds? How technology has destroyed human interaction? Explain your views in four or five paragraphs.

b) Describe an essay on “Passion of Life” in four or five paragraphs.



