

He saw the series 9499 only, but he did not find out the number of the ticket. The husband and the wife believed that they had won the first prize.

The prize amount was 75000 roubles. They started dreaming about how to spend the money. Ivan dreamt of buying a real estate for 25000. He decided to spend another 10000 for immediate expenses. The remaining 40000 could be deposited in a bank for interest, he hoped.

Ivan thought of Masha's relatives. They would ask for more even if he gave them some money. And he also thought of his own relatives. He called them reptiles. He suddenly looked at the newspaper and found out the winning number to be series 9499 number 46 and not 26. All their dreams disappeared and they came back to reality.

THE LAST LEAF

Sue and Johnsy were painters by profession. They shared an apartment. Johnsy had an attack of pneumonia. She was bedridden. The doctor told Sue that she would recover only if she had the will to live. Johnsy was looking through the window. She saw an old ivy vine clinging to a brick wall. The leaves of the ivy vine were falling one by one in the cold wind. Johnsy was counting the leaves backwards from twelve. She believed that she would die when the last leaf fell off the ivy vine.

Sue calmed down Johnsy and put her to bed. She met old Behrman and told him about the foolish belief of Johnsy. Behrman was a failure as an artist. On hearing the account of Sue Behrman decided to help Johnsy. That night he went to the brick wall and painted an ivy leaf. The next morning Johnsy saw one leaf still clinging to the brick wall. Her hopes of living were revived. Johnsy recovered very soon. But Behrman had an attack of pneumonia because of his being exposed to the cold weather. He died after two days. The last leaf was Behrman's master piece.

THE OPEN WINDOW

Mr. Framton Nuttel was a nervous patient. On the advice his doctor he came to stay in a rural area. So he came to visit Mrs. Sappleton's house with a letter of introduction from his sister. At first he met the niece of Mrs. Sappleton. Her name was Vera, a fifteen year old girl. Vera decided to play a joke on Mr. Nuttel.

She narrated a tragic story that had never taken place. She said that the husband and the two brothers of her aunt went to the nearby moor for snipe shooting. They never returned. It was believed that they were engulfed in a bog. The bodies were never recovered. But Mrs. Sappleton firmly believed that her husband and her brothers would return one day. That was the reason why she always kept the window open.

Actually, the husband and the brothers of Mrs. Sappleton had gone for snipe shooting only that morning. They were expected to come back anytime now. Now Mrs. Sappleton rushed into the room repeatedly asking Mr. Framton Nuttel to forgive her for keeping him waiting. She said that she was expecting her husband and her brother along with their pet dog spaniel anytime.

Mrs. Sappleton cried loudly to say that they were arriving. In the dim evening light Mr. Framton Nuttel saw three figures walking towards the house along with a dog. He thought they were ghosts. He rushed out of the house grabbing his hat and walking stick.

When asked Vera said that Mr. Framton Nuttel had told her that he was afraid of dogs.

Q.NO. 13 TO 17

Marks 5x2=10

1. When and why do you consult a dictionary? (Uses of dictionary)
To know the spelling, pronunciation, meaning and usage.
2. Who is a lexicographer?
A person who compiles a dictionary.
3. What is a dictionary?
It is a book of words arranged in alphabetical order with meanings, usage, etc.
4. What is a thesaurus?
It is a book of synonyms and antonyms. It is the opposite of a dictionary.
5. What are the different sections of a library?
Reference section, Stack section, Journal section, Electronic section and Reprography.
6. What does a reference section contain?
Dictionaries, yearbooks, atlases and thesaurus.
7. What does a stack section contain?
Books are stored here.
8. What does a journal section contain?
Journals and periodicals are kept here.
9. What does an electronic section contain?
Audio CDs, Video CDs and microfilms.
10. Explain reprography.
Xerox taking is done here.
11. What are the two most widely used systems of classification of books?
(a) Dewy Decimal System (b) American Library of Congress system
12. What is microform?
Printed matters reduced in size by micro photography is called microform.
13. How do you search a book in a library?
(a) Author index (b) Title index and (c) Computer search.
14. What are the steps to be followed while summarizing?
(a) Identify the main sentence (b) find all key words
15. What is note making?
Reading the given passage and summarizing it.
16. What is note taking?
Taking notes while listening to a lecture.
17. What is the difference between note making and note taking?

NOTE MAKING	NOTE TAKING
Reading the given passage and summarizing it.	Listening to the lecture and taking notes.

18. What are the skills involved in note taking?
Listening and writing skills.
19. What is the difference between an abbreviation and an acronym?
An abbreviation cannot be spelt as a word. Ex. BBC. An acronym can be pronounced as a word. Ex. GATE
20. Expand and explain OPAC.
Online Public Access Catalogue. It is an interactive search module for searching books in a library.
21. Write e mail ids'.
Educational institution: snrcollege@gmail.com, kctcollege@yahoo.com
Social organization: udavumkarangal@gmail.com, banyan@yahoo.com
Women organization: annaiteresa@gmail.com, womenwelfare@yahoo.com
22. What are eponymous words?
Words whose origin is traced to individuals are known as eponymous words. Ex. Boycott. It is derived from Captain Charles Boycott.
23. What is euphemism? Give an example.
Using an inoffensive word in the place of an offensive word. Ex. He kicked the bucket = He died. Blind = Visually challenged.
24. What is a cliché?
Derived from the French word 'clicher'. It stands for the use of a word or phrase to the point of monotony. Ex. bag and baggage. The English left India with their bag and baggage.
25. Give any two instructions for using the library.
(a) Observe silence inside the library.
(b) Do not fold the corners of the page. Use book marks.
26. Arrange the names of two authors 'Abdul Kalam' and 'Samuel Johnson' as found in the library catalogue.
Kalam Abdul; Johnson Samuel

Q.No 18 to 22

Marks 5x1=5

Note: Possible areas of errors have been given. The students may be trained in these areas.

- Sita is one of the tallest *girl* in the class. **Ans.** girls
- I prefer coffee *than* tea. **Ans.** to
- I bought some *furnitures*. **Ans.** furniture
- I learnt *gymnastic*. **Ans.** gymnastics
- I learnt *gymnastics* skills. **Ans.** gymnastic
- No one *know* the answer. **Ans.** knows
- If I *was* a bird, I would fly. **Ans.** were
- Though he worked hard but he failed.
Ans. Though he worked hard, he failed. (or) He worked hard but he failed.
- As he was honest and so he was praised.
Ans. As he was honest, he was praised. (or) He was honest and so he was praised.
- Looking through the window and he saw the crowd.

Ans. Looking through the window, he saw the crowd. (or) He looked through the window and saw the crowd.

11. He/She is my cousin *brother/sister*. **Ans.** He/She is my cousin.

12. A group of twelve students are travelling together.

Ans. A group of twelve students is travelling together.

13. My father gave me a lot of *advices*. **Ans.** My father gave me a lot of advice.

14. Guilty must be punished. **Ans.** The guilty must be punished.

15. Sun rises in east. **Ans.** The sun rises in the east.

Q.No. 23 Summary Writing

Marks 1x5=5

Distribution of marks: Title - 1mark; Rough Draft - 1mark; Fair Draft - 3marks

Q.No. 24 Letter Writing

Marks 1x10=10

Please refer the format given below.

From

xxx,

yyy.

To

____,

____,

____. (kindly take the address from the Q paper)

Dear sir/madam,

Sub: Application for the post of _____ reg.

Ref: Your advt. in the THE HINDU dtd._____.

With reference to your advertisement in The Hindu dated _____ I wish to apply for the post of _____. I herewith enclosed my Bio-data.

If I am given an opportunity, I will prove my worth.

Thanking you,

Yours faithfully,

xxx

BIO DATA

1. Name : xxx
2. Father's name : zzz
3. Age & DOB : dd/mm/yyyy
4. Sex : male/female
5. Nationality : Indian
6. Marital Status : Single/married
7. Address : yyy
8. Languages known : Tamil, English
9. Qualification :
10. Experience : worked as a _____ for ____ years

Declaration

The above given details are true to the best of my knowledge.

Place: yyy
Date: dd/mm/yy

xxx
Signature

Address on the envelope
(Write the **To** address)

Q. No. 25 Non - Lexical fillers

Marks 2

- | | | | |
|----|-----------------------------|---|------------|
| 1. | To express our hesitation | : | Er |
| 2. | To express agreement | : | Mmm |
| 3. | To express our consent | : | Uh |
| 4. | To make others to be silent | : | Sh |
| 5. | To express our doubt | : | Hmm |
| 6. | To express joy | : | Ah |

Example

Police : Were you in town that night?
Man : **Mmm**. I was certainly in town.
Police : Where were you at that time?
Man : **Er**. I was in the theatre.

Q.No. 26 Road map

Guidelines for three instructions.

Marks 3x1=3

1. Go straight.
2. Turn right/left.
3. Walk a few yards. ____ is on the left/right.

Q.No. 37 to 39 General Essay

Marks 1x10=10

POSSIBLE ESSAYS

1. My ambition in life or The profession I like
2. Science and its uses
3. Environmental pollution
4. The book I like most
5. Deforestation
6. Rain water harvesting

Model Question paper 1
Language – Part II – English – Paper II

(Supplementary Reader and Communicative Competencies)

Time Allowed : 3 Hours

Maximum Marks : 80

Instruction:

In your answer book, use the Arabic numerals 1 to 39 of the questions you answer.

SECTION – A

(Supplementary Reader)

(Marks : 25)

I.A) 1. Write a paragraph by rearranging the following sentences in correct sequence. (The first and the last sentences are already in order.) 5

- Framton Nuttel was afflicted with a nerve disorder.

- He wanted to stay in a calm rural retreat for cure.

- Vera told him about the tragedy of her aunt.

- Vera was Mrs. Sappleton's niece.

- He went to meet Mrs. Sappleton.

- Her aunt believes that the hunting party will return.

B) Complete the following by choosing the correct answer from the options given: 5 x 1 = 5

2. The poor children had to play.

a) Many places

b) No place

c) A few places

d) A playground.

3. The camel did not work for

a) Two days

b) Four days

c) Three days

d) One week

4. The two friends drank when they met after long time.

a) Coffee

b) Absinthe

c) Wine

d) Water
5. The noodle vendor stopped near the old man because he was

- a) Kind
- b) Keen on selling
- c) Tired
- d) Not interested

6. According to Vera, Framton Nuttel ran away as he was afraid of

- a) Guns
- b) Ghosts
- c) Strangers
- d) Dogs

C) Read the following passage and answer the questions that follow: 5 x 1 = 5

“It’s very nice making day-dreams at other people’s expense !” is what her eyes expressed “No, don’t you dare !”

Her husband understood her look; hatred began stirring again in his breast and the newspaper and read out triumphantly.

“Series 9499 ! Number 46, not 26 !

Hatred and hope both disappeared at once and it began immediately to seem to Ivan Dmitrich and his wife that their rooms were dark and small and low-pitched, that the supper they had been eating was not doing them good, but lying heavy on their stomachs, that the evenings were long and wearisome

Questions:

- 7. Who is the lady mentioned here?
- 8. Who was day-dreaming?
- 9. Did they actually win the lottery?
- 10. Why did hatred and hope disappear all of a sudden?
- 11. What was the number of their lottery ticket?

D) 12. Write an essay by developing the following hints: 10

Friendship between Sue and Johnsy - Johnsy attacked by pneumonia - her thought of death - counting the falling leaves of the ivy plant - Sue’s effort - Behrman - his aim in life - bold gesture of Behrman - painting the fallen leaf - change in Johnsy’s outlook - motivation to live - Behrman’s death due to pneumonia - his masterpiece.

OR

Refugees pouring into Beijing - cold welcome by the city dwellers - cursed by the native workers - the new horde of refugees - not beggarly - each carrying baskets slung upon a pole - an old man - the fate of his son and daughter-in-law - a passerby taking pity - giving money - the reason for the starvation - keeping the silver coin for buying seeds.

SECTION - B

(Learning Competency)

(Marks : 15)

II. A) Answer the following:

13. What are the instructions to be followed in a library?
14. Arrange the names of two authors 'Charles Dickens and 'Rudyard Kipling' as found in the library catalogue.
15. Mention the complete e-mail IDs of two service organizations.
16. What is Euphemism? Give an example.
17. Expand and explain OPAC.

B) Read the following, spot the errors and correct them: 5 x 1 = 5

18. There is an university at Madurai.
19. He prefers coffee than tea.
20. He gave me a lot of advices.
21. Although Raju is poor but he is generous.
22. He is confident on his success.

SECTION - C

(Occupational Competency)

(Marks : 15)

III. A) 23. Write the summary of the following passage in about 100 words: 5

Some think that education should aim at giving knowledge. They want the students to study books to add on to their knowledge. To others earning a living is the aim of education. They think that bread winning is more important than knowledge. Still others think that education should make people patriots and good citizens. These three people see the different aspects of education. In fact a good education should

aim at these three things together. It should give them knowledge and vision, besides making them self reliant and helpful to others.

- B) 24. Respond to the following advertisement considering yourself fulfilling the conditions specified (Write XXX for your name and YYY for your address) :

WANTED

Wanted female Receptionist : Smart graduate with computer knowledge, fluency in English and good communication skills. Preferably 5 years experience. Salary negotiable. Apply within 10 days to "The Hindu" P.O. Box. No.247, Chennai – 2.

SECTION - D

(Strategic Competency - Life Skills)

(Marks : 5)

- IV. A) 25. Fill in the blanks with the non –lexical fillers in the following conversation:

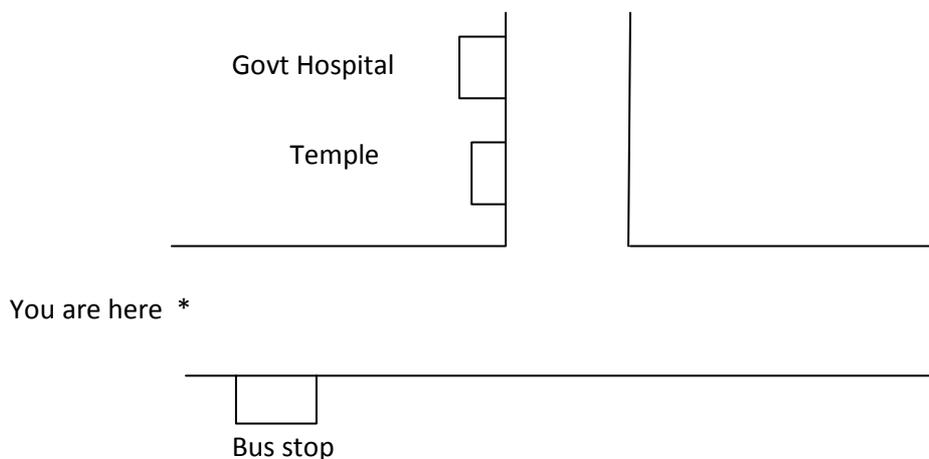
Conversation:

Ramu : Is this painting perfect?

Gobu : I feel it needs a little more colouring.

Ramu : That's fine. I'll make it.

- B) 26. Guide an old man from the bus-stop to the nearby Government Hospital. Here you find the road map. Write three instructions by way of helping him. $3 \times 1 = 3$



SECTION - E
(Creative Competency)

(Marks : 10)

V. A) Match the proverbs with their meanings: 5 x 1 = 5

Proverbs	Meanings
27. Strike the iron while it is hot	a) Writing wins the heart and leads to action.
28. Health is wealth	b) Systematic schemed work pays
29. Slow and steady wins the race	c) Good mind and body is productive.
30. Pen is mightier than the sword	d) Appearances are not always true.
31. All that glitters is not gold	e) Make use of every opportunity.

B) Match the slogans with their relevant products : 5 x 1 = 5

Products	Slogans
32. Glass	a) buy now pay later
33. Tooth paste	b) bring Switzerland into your room
34. Shoes	c) handle with care
35. Air-conditioner	d) use for a while and get a sparkling smile.
36. Credit card	e) a comfortable sole in a cosy hole.

SECTION - F
(Extensive Reading)

(Marks : 10)

VI. Write a general essay in about 200 words on any one of the following topics: 1 x 10 =10

37. Environmental pollution.
38. My ambition in life.
39. Role of women in modern India.

Key To The Model Question Paper 1

Language Part II

English Paper II

1.A.

1.Framton Nuttel was afflicted with a nerve disorder.

He wanted to say in a calm rural retreat for cure.

He went to meet Mrs. Sappleton.

Vera was Mrs. Sappleton's niece.

Vera told him about the tragedy of her aunt.

Her aunt believes that the hunting party will return.

B. 2.b. no place

3.c.three days

4.b.absinthe

5.b.keen on selling

6.d.dogs

C.7.Masha

8.Ivan Dmitrich

9.No

10.They did not win the lottery.

11.Series 9499 – Number 26.

SECTION B

II A.

13. Observe silence in the library. Do not fold the corners of the page. Do not tear pages.

Do not hide the books deliberately. Return the books on or before the due date.

14. Dickens, Charles

Kipling, Rudyard

15. udavumkarangal@gmail.com

banyan@yahoo.com

16. Using inoffensive words in the place of offensive words. Eg. He kicked the bucket. =
He died.

17. Online Public Access Catalogue. It is an interactive search module for searching books in a library.

SECTION – B

II. A. 18. There is a n University at Madurai.

19. He prefers Coffee to tea.

20. He gave me a lot of advice.

21. Although Raju is poor, he is generous

(or)

Raju is poor but he is generous

22. He is confident of his success.

SECTION C

III B

24.

From

XXXXXX,

YYYYYY,

YYYYYY.

To

The Hindu,

P.O. Box. 247,

Chennai - 2.

Sir / Madam,

Sub : Regarding the post of a female receptionist.

Ref : Your ad in The Hindu dt

I saw your advertisement for the post of a female receptionist. I wish to apply for the same. I have all the qualifications required by you. I have enclosed my bio-data for your kind perusal.

I expect your call to attend the interview.

Thanking you.

Yours,

XXXXXX

BIO – DATA

12. Name :
13. Date of birth and age
14. Nationality :
15. Address for Communication :
16. Educational Qualification :
17. Extra curricular activities :
18. Computer Literacy :
19. Area of interest :
20. Languages known :
21. Previous Experience :
22. Reference :

SECTION D

IV A.

25. Err

Mmm

26. 1. Walk straight and turn left.

2. Go past the temple.

3. You will find the Government Hospital on the left.

SECTION – E

V A.

27. e) Make use of every opportunity.

- 28. c) Good mind and body is productive.
- 29. b) Systematic schemed work pays
- 30. a) Writing wins the heart and leads to action.
- 31. d) Appearances are not always true.

B.

- 32. c) Handle with care.
- 33. d) Use for a while and get a sparkling smile
- 34. e) A comfortable sole in a cosy hole
- 35. b) Bring Switzerland into your room
- 36. a) Buy not, pay later.

Model question paper 2
Language –part II- English-Paper II
(Supplementary Reader and communicative)

Time Allowed: 3Hours

MaximumMarks:80

Instruction:

In your answer book use the Arabic numerals 1 to 39 of the questions you answer.

Section –A
(Supplementary Reader)
Marks: 25

I. A) 1. Write a paragraph by rearranging the following sentences in correct sequence. The first and the last sentences are already in order)

5

- The city of Beijing was full of refugees.
- He dropped a silver coin and a copper penny into the old man's apron.
- A vendor was selling hot noodles nearby.
- A passer-by noticed the old man and took pity on him.
- There was an old man at the end of the long procession of refugees.
- The old man used only the copper coin to buy some noodles for his grandson.

B) Complete the following by choosing the correct answer from the option given:

5x1=5

2. The twelve peach trees broke out into delicate blossoms of
 - a) Pink and pearl
 - b) Blue and pearl
 - c) Back and blue
 - d) Pink and white
3. Sue and Johnsy were.....by profession.
 - a) Photographers
 - b) Painters
 - c) Musicians
 - d) Dancers
4. The camel lived in theof the howling Desert.
 - a) Middle
 - b) At the southern end
 - c) In a corner

- d) Remote part
5. The two friends were
- Soldiers
 - Spies
 - Anglers
 - Officers
6. Romance at short notice was.....speciality.
- Mrs.Sappleto's
 - Vera's
 - Mr.Nuttels sister's
 - The doctor's

C) Read the following passage and answer the questions that follow: 5x1=5

At the end of the day the man called the horse, the Dog and the ox together and said three O there I'm very sorry for you (with the world so new-and-all) but that humph-thing in the desert can't work or he would have been here by now so I am going to leave him alone and you must work double-time to make up for it "That made the three very angry (with the world so new-and-all) and they held a palaver and an Indaba and a panchayat, and a pow-wow on the edge of the desert: and the camel came chewing on milk weed-most scruciating idle and laughed a them. Then he said humph and went away again. Presently there came along the Djinn in charge of all deserts. Rolling in a cloud of dust (Djinns always travel that way because it is magic) and he stopped to palaver and pow-wow with the three.

"Djinn of all Deserts" said the horse "is it alright for any one to be idle. with the world so new-and-all?" "certainly not" said the Djinn.

Question:

- Why was the man sorry for the Horse, the dog and the ox?
- What did the man decide to do with the camel, who refused to do work?
- What made the three hardworking animals very angry?
- Who was in-charge of all the Deserts?
- What was Djinn's opinion on idleness?

D) 12. Write an essay by developing the following hints:

1x10=10

Invan Dmitritch and masha, couple-masha bought lottery ticket- ivan saw the newspaper-series 9499-stated dreaming –new estate-good summer and winter-wished to go broad – relatives would ask for money-masha number 26-paper unumber 46-dream dropped.

(Or)

MR.Nuttel came to visit Mrs.Sappleton-met Vera-narrated tragedy-three years ago – Mrs.Sappleton’s husband and two young brothers went for shooting-didn’t return-window wide open Mrs.Sappleton entered soon the three arrived with the spaniel-Frampton Nuttel rushed out Vera said-he was once hunted by a pack of dogs-her specialty-Romance at short nitice.

Esection-B
(Learning Competency)
Marks:15

II. A) Answer the following:

5x2=10

13. What does the Journal section in modern library contain?
14. What is a thesaurus?
15. Arrange the names of two authors William Wordsworth and William Shakespeare as found in the library catalogue.
16. Bring out the meaning of ‘cliché’ and use in a sentence first and foremost”
17. What are the ways in which you can search for a book in the library? Mention any two.

B) Read the following spot the errors and correct them:

5x1=5

18. The cow is an useful animal.
19. Mary is superior than Jose in drawing.
20. She said that she can drive a car.
21. We sell wooden furnitures.
22. Working hard and he passed.

Section-C
(Occupational Competency-Job Skills)

Marks:15**III. A) 23. Write the summary of the following passage in about 100 words: 5**

Today the sense of responsibility and the devotion to work is disappearing slowly among the younger generation. Students agitation has become a common scene now-a-days. So it has become essential to prepare the youth for their prosperous future and for the stronger nation. With this view in mind the centre has introduced the national service scheme in schools and colleges. A coordinator has been appointed for the conduct of the scheme. In every school and college a teacher is deputed in charge of it. Fifty students from higher secondary classes are admitted into the scheme. In colleges students who are willing to join the scheme are enrolled in it. The aim of the scheme is to inculcate the qualities like leadership, Cooperation, adjustability, discipline, team spirit, a sense of responsibility and service mindedness. The scheme includes traffic regulation, helping the public, cleaning the surroundings, rural service, adult education etc. it conducts camp for ten days in rural areas. It also conducts national integration camps to understand and appreciate the culture of each state. Really this scheme shapes the youth into good and dutiful citizens.

B) 24. Respond to the following advertisement considering yourself fulfilling the conditions specified (write XXX for your name and YYY for your Address): 10**Wanted**

A public sector company requires a stenographer for its office preferably a graduate with 5 years experience. Only persons with a good command over English, good typing speed and good in shorthand need apply

Apply within a week to P.O box 765 New Delhi-110 005.

Section-D

(Strategic competency-Life Skills)

Mark:5

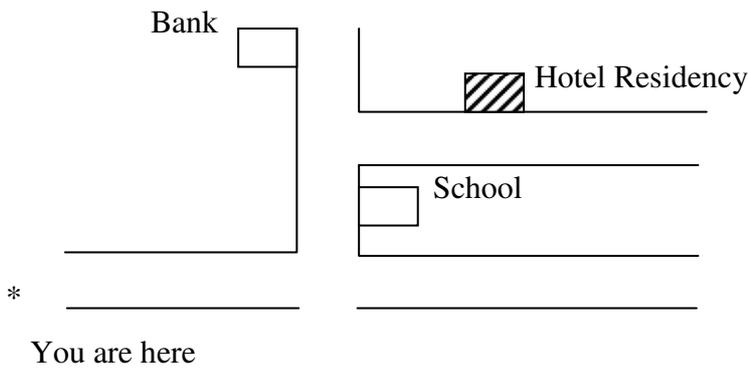
IV. A) 25. Fill in the blanks with the non-lexical fillers in the following conversation:

Preacher: Faith heals everything.

The onlooker: Is that so? Then I have come to the right person.

Preacher: Tell me what's your problem?

B) 26. An old man wants to go to Hotel Residency. Here you find the road map. Write three instructions by way of helping him: 3x1=3



Section-E

Creative Competency

Marks: 10

IV. A) Match the proverbs with their meanings:

5x1=5

Proverbs

Meanings

- | | |
|--------------------------------|--|
| 27. Man proposes God disposes | a) What you do to others you will have in turn. |
| 28. Beggars cannot be choosers | b) Say the truth |
| 29. Even Homer nods | c) Divine help is essential to make efforts fruitful |
| 30. Call a spade a spade | d) Even great men can make mistakes |
| 31. As you sow so you reap | e) One should know his limitations. |

B) Match the slogans with their relevant products given below: 5x1=5

Products

- 32. Whirlpool
- 33. Watch
- 34. Lock
- 35. Furniture
- 36. Computer

Slogans

- a) Information at the door step
- b) It guarantees great safety
- c) Soft on clothes and hard on dirt
- d) Fits your wrist like an ornament
- e) Carved with love and care.

Section-F
(Extensive Reading)
(Marks: 10)

VI. Write a general essay in about 200 words on any one of the following:

1x10=10

- 37. An Exciting Day in my life
- 38. Is science a blessing or a curse?
- 39. National integration.

Key To The Model Question Paper 2

SECTION A

A) 1. The city of Beijing was full of refugees. There was an old man at the end of the long procession of refugees. A passer-by noticed the old man and took pity on him. He dropped a silver coin and a copper penny into the old man's apron. A vendor was selling hot noodles nearby. The old man used only the copper coin to buy some noodles for his grandson.

B.

2. a) pink and pearl
3. b) painters
4. a) middle
5. c) anglers
6. b) Vera's

C.

7. Because the camel refused to work.
8. The man decided to let the camel alone.
9. Because they had to do extra work.
10. Djinn.
11. It is not right for anyone to be idle.

SECTION B

II A.

13. It contains journals and periodicals. It also has back issues.
14. It is a book of synonyms and antonyms. It is the opposite of a dictionary.
15. Shakespeare, William

Wordsworth, William

16. Derived from the French verb 'clicher'. It stands for the use of a word or a phrase to the point of monotony. Eg. **Our first and foremost** is to obey our parents.
17. Author Index. Title Index.

B

- 18. The cow is **a** useful animal.
- 19. Mary is superior **to** Jose in drawing.
- 20. She said that she **could** drive a car.
- 21. We sell wooden **furniture**.
- 22. Working hard, he passed.

SECTION C

III B.

24.

From

XXXXXX,

YYYYYY,

YYYYYY.

To

P.O. Box. 756,

New Delhi – 110 005.

Sir / Madam,

Sub : Regarding the post of a Stenographer.

Ref : Your ad in The Hindu dt

I saw your advertisement for the post of a stenographer. I wish to apply for the same. I have all the qualifications required by you. I have enclosed my bio-data for your kind perusal.

I expect your call to attend the interview.

Thanking you.

Yours,

XXXXXX

BIO – DATA

1. Name :
2. Date of birth :

Age :
3. Nationality :
4. Address for Communication :
5. Educational Qualification :
6. Extra curricular activities :
7. Computer Literacy :
8. Area of interest :
9. Languages known :
10. Previous Experience :
11. Reference :

SECTION D

IV A)

25. Err

Mmm

B.

26. 1.Go straight and turn left.
- 2.Walk a few yard and go past the school.
3. Turn right and you will find Hotel Residency on the left.

SECTION – E

V A)

- 27. c) Divine help is essential to make efforts fruitful.
- 28. e) One should know his limitations.
- 29. d) Even great men can make mistakes.
- 30. b) Say the truth.
- 31. a) What you do to others, you will have in turn.

B)

- 32. c) Soft on clothes and hard on dirt.
- 33. d) Fits your wrists like an ornament.
- 34. b) It guarantees great safety.
- 35. e) Carved with love and care.
- 36. a) Information at the doorstep.

Self Test

ENGLISH I PAPER

I)Synonyms:

1. Be patient till the last
2. Mahathma Gandhi was a Ceaseless Crusader of Women's equality
3. Memories of the bizarre Journey Vanish
4. It may repress the triumph of malignant criticism.
5. We battered Wasps
6. Rockets struck unheralded by sound or Sight

II)Antonys:

1. What withholds you?
2. The most pertinent was his relationship with his wife
3. The memories Vanished
4. I found our speech Copious
5. To him all life was sacred
6. They promised sanguinely

III)Write the Plurals of:

- 1.datum
- 2.radius
- 3.analysis
- 4.formula
- 5.leaf

IV)Use the given idioms in sentences of your own:

- 1.be on cloud nine
- 2.at logger heads
- 3.a bolt from the blue

4.go a long way

5.a change of one's heart

V)Abbreviations:

1. PC
2. CPU
3. RADAR
4. ATM
5. ISRO

VI)Use the suitable Relative Pronouns:

1. This is the boy _____ won the race
2. That is the house _____ I was born
3. Most of the friends _____ she had invited came for her wedding.
4. Shakespeare, _____ lived in the 16th century is considered to be the greatest dramatist .
5. Show me the book _____ you bought yesterday.

VII)Use the suitable Phrase / Preposition:

1. They enjoyed their picnic _____ the weather was terrible.
2. Sita continued to work _____ her shoulder injury.
3. He works hard _____ get a first class.
4. There are many people living _____ the poverty line.
5. Kumar must be _____ telling lies.

VIII)Blend the words and use them in sentences of your own:

- 1.news + broadcast
- 2.travel + catalogue
- 3.Smoke + fog
- 4.Medical + Care
- 5.breakfast + lunch

IX) Syllabify the words:

1. President
2. domestic
3. Laboratory
4. accident
5. association

X) Write the American English word for the given British English word and use them in sentences:

1. autumn
2. biscuit
3. groundfloor
4. Petrol
5. Pavement

XI) Use the given Compound words in sentences of your own:

1. Son-in-law
2. Well-to-do
3. duty free
4. long forgotten
5. Week end

XII) Write a sentence using a word with the Prefix or Suffix:**Prefix**

1. ir

2. im

Suffix

– ish

– tion

3.ex – able

4.non – ly

5.Pre – ous

XIII)Form Compound words for the given pattern:

1.Noun + Noun

2.Verb + Noun

3.Adjective + Noun

4.Preposition + Verb

5.Gerund + Noun

XIV)Write sentences using the phrasal verbs:

1.break in

2.call off

3.See about

4.keep away

5.Stand up

XV)Write sentences using the clipped words:

1.advertisement

2.gymnasium

3.laboratory

4.helicopter

5.Mathematics

XVI)Fill in the blanks with modal auxiliaries:

1.Eve teasers _____ be punished severely.

2.The sky is overcast. It _____ rain.

3.I wish you _____ tell me the truth.

XVII)Fill in the blanks with Semi-modals:

1.You _____ feel sorry for what you have done.

2.My father _____ take long walks.

3.My marks are so poor that I _____ not show my progress report to my father.

XVIII)Write sentences for the following patterns:

1. S V A

2. S V O

3. S V O C

4. S V IO DO

5. S V A C

XIX)Use suitable link words:

1. _____ the cat is away, the mice are at play.

2. He is intelligent _____ lazy.

3. Hurry up _____ you will be late.

Key to Self Test

ENGLISH PAPER I

I. Synonyms

1. silent
2. fighter
3. unusual / strange
4. restrain
5. thrashed
6. unannounced

II. Antonyms

1. allows
2. impertinent
3. appear
4. meagre / scarce
5. unholy
6. hopelessly

III. Plurals

1. data – We store the **data** in the computer.
2. radii – Find the **radii** of these circles.
3. analyses – We made several **analyses**.
4. formulae – Learn all the **formulae**.
5. leaves - The **leaves** are green.

IV. Idioms

1. She was **on cloud nine** on getting a state rank.
2. Ram and Ganesh are always **at logger heads**.
3. The sudden death of my friend was **a bolt from the blue**.
4. We have to **go a long way** to improve the company.
5. I found **a change of heart** in him.

V.

1. PC – Personal Computer – I have a **personal computer**.
2. CPU – Central Processing Unit – **Central Processing Unit** is the brain of the computer.
3. RADAR – Radio Detection and Ranging – **Radio Detection and Ranging** is a modern device.
4. ATM – Automated Teller Machine – I withdrew money from the **Automated Teller Machine**.

5. ISRO – Indian Space Research Organization – **Indian Space Research Organization** launched a satellite recently.

VI. Relative Pronouns

1. who
2. where
3. whom
4. who
5. which / that

VII. Phrase / Preposition

1. in spite of / despite
2. in spite of / despite
3. in order to / to
4. below
5. ashamed of

VIII. Blending

1. newscast - I watched the BBC **newscast**.
2. travelogue – I read a **travelogue**.
3. smog – The **smog** was heavy yesterday.
4. medicare – Excellent **medicare** is given in this hospital.
5. brunch – I had my **brunch** at home.

IX. Syllabification

pre si dent

do mes tic

la bo ra to ry

ac ci dent

as so ci a tion

X. British English / America English

1. fall - I do not enjoy myself in the **fall**.
2. cookie - I ate a **cookie**.
3. first floor - I live on the **first floor**.
4. gasoline - There is no **gasoline** in the car.
5. sidewalk - We walked on the **sidewalk**.

XI Using Compound words in sentences

1. My **son-in-law** is a doctor.
2. He is a **well-to-do** businessman.
3. This is a **duty free** shop.
4. It is a **long-forgotten** novel.
5. I went to my village for the **weekend**.

XII

Prefix

1. ir- irregular - He is always **irregular**.
2. im- immortal - God is **immortal**.
3. ex- ex-minister - He is an **ex-minister**.
4. non- non-violence - Gandhi believed in **non-violence**.
5. pre- preplanned - It was a **preplanned** murder.

Suffix

1. -ish - childish - Her behaviour is very **childish**.
2. -tion - examination - She passed her **examination**.
3. -able - comfortable - This chair is **comfortable**.
4. -ly - slowly - He walked **slowly**.
5. -ous - courageous - She is a **courageous** woman.

XIII Forming compound words

1. noun + noun = school girl
2. verb + noun = crybaby
3. adjective + noun = blackboard
4. preposition + verb = income
5. gerund + noun = washing machine

XIV Phrasal Verbs

1. break in - Don't **break in** while I am talking.
2. Call off - The strike was **called off**.
3. See about - I will **see about** the seating arrangement.

4. Keep away – **Keep away** from bad company.
5. Stand up – I always **stand up** for truth.

XV Clipping

1. advertisement - **ad** - I saw the **ad**.
2. Gymnasium - gym – I go to the **gym** regularly.
3. Laboratory - lab – The teacher is in the **lab**.
4. Helicopter – copter – The **copter** landed safely.
5. Mathematics – maths - **Maths** is my favourite subject.

XVI Modals

1. should / must
2. may
3. would

XVII Semi-modals

1. need
2. used to
3. dare

XVIII Sentence Patterns

1. SVA - The birds are flying in the sky.
2. SVO - He kicked the ball.
3. SVOC - They elected him president.
4. SVIDO – She gave me a pen.
5. SVAC – She is now a doctor.

XIX

1. When / AS
 2. but
 3. or / or else / else / otherwise
-
-

Self Test ENGLISH – II PAPER**I) Choose the best option:**

1. The children visited the giant's garden
- a) every day b) once a week c) once a month d) once a year
2. The actual number of the lottery ticket was series 9499.....
- a) 46 b) 26 c) 86 d) 36
3. Sue and Jonshy were _____ by profession
- a) actor's b) painters c) singers d) dancers
4. The Camel did not work for _____ days.
- a) 3 b) 4 c) 5 d) 7
5. The two friends were finally _____
- a) released b) shot dead c) hanged d) pardoned
6. The refugees wore garments woven out of the same _____ cotton stuff.
- a) dark blue b) dark brown c) dark yellow d) dark green
7. Vera was _____ years old.
- a) 15 b) 16 c) 17 d) 18

II) Spot the errors:

1. I prefer coffee than tea.
2. If I was a bird, I would fly
3. Sun rises in the east
4. No one know the answer
5. I learnt gymnastic

III. Answer the following.

1. When and why do you consult a dictionary?
2. What are the different sections of a library?
3. What is note-taking?
4. Expand and explain OPAC.
5. Write e-mail IDs of two service organisations.

IV. Fill in the blanks with the non-lexical fillers in the following conversation.

Ramya : Did you find the answer in this book?

Kavya : I don't think the answer will be found in this book.

Ramya : Wait. Let me find out. it's here.

Kavya : Is it? Thank you.

V. Match the proverbs with their meanings.

Proverbs

Meanings

- | | | |
|---|---|--|
| 1. Pen is mightier than the sword | - | a) Make use of every opportunity |
| 2. Look before you leap | - | b) Always speak the truth. |
| 3. Honesty is the best policy | - | c) Strong will-power paves the way. |
| 4. Make hay while the sun shines | - | d) Words can be more powerful than wars. |
| 5. Where there is a will there is a way | - | e) Think well before taking any action |

VI. Match the slogans with their suitable products.

Products

Slogans

- | | | |
|--------------------|---|-----------------------------------|
| 1. Eraser | - | a) Pearls in your mouth. |
| 2. Air-conditioner | - | b) Gives clear vision |
| 3. Lens | - | c) Erases everything but the past |
| 4. Toothpaste | - | d) Doorstep to knowledge |
| 5. Computer | - | e) Keeps cool |

Key to the paper II self test

I.

1. a) every day
2. b) 26
3. b) Painters
4. a) 3
5. b) shot dead
6. a) dark blue
7. a) 15

II. Spot the errors

1. I prefer coffee **to** tea
2. If I **were** a bird, I would fly
3. **The** sun rises in the east
4. No one **knows** the answer
5. I learnt **gymnastics**.

III.

1. To know the spelling, pronunciation, meaning and usage.
2. Reference section, Stack section, Journal section, Electronic section and Reprography.
3. Taking notes while listening to a lecture.
4. Online Public Access Catalogue. It is an interactive search module for searching books in a library.
5. udavumkarangal@gmail.com

banyan@yahoo.com

IV. Err:

Mmm

V.

1. d) Words can be more powerful than wars.
2. e) Think well before taking any action.
3. b) Always speak the truth.
4. a) Make use of every opportunity.
5. c) Strong will-power paves the way.

VI

1. c) Erases everything but the past.
2. e) Keeps cool.
3. b) Gives clear vision
4. a) Pearls in your mouth
5. d) doorstep to knowledge