

MOCK TEST-9

(FULL SYLLABUS)

SECTION B – BUSINESS CORRESPONDENCE AND REPORTING

Question No. 1 is compulsory.

Attempt any three questions from the remaining four questions.

Question 1

(a) Read the passage carefully and answer the questions given below:

Being the daughter of a physics professor, Marie who was born in 1867 in Warsaw, Poland, was greatly influenced by the wonders of Science and technology. Since an early age, she displayed a blithe personality. Her fascination for learning prompted her to continue with her studies even after school. She became disgruntled, however, when she learned that the university in Warsaw was closed for women. Determined to complete higher education, she defiantly left Poland and in 1891 entered the Sorbonne, a French university, where she completed her doctorate in physics.

Marie met Pierre Curie at the Sorbonne along with some of the other greatest scientists of her day. Marie and Pierre were married in 1895 and spent many productive years working together in the physics laboratory. A short time after they discovered radium, Pierre was killed by a horse-drawn wagon in 1906. For Marie it was an horrible misfortune and heartbreaking event. Despondently she recalled their close relationship and the joy that they had shared in scientific research. The fact that she had two young daughters to raise by herself greatly increased her distress.

Curie's feeling of desolation finally began to fade when she was asked to succeed her husband as a physics professor at the Sorbonne. She was the first woman to be given a professorship at the world-famous university. In 1911 she received the Nobel Prize in physics for isolating radium. Although Marie Curie eventually suffered a fatal illness from her long exposure to radium, she never became disillusioned about her work. Regardless of the consequences, she had dedicated herself to science and to revealing the mysteries of the physical world.

- (i) What did Marie did not like about the Warsaw University? **(1 Mark)**
- (ii) What was first step that Marie took towards her becoming a scientist? **(1 Mark)**
- (iii) How did Marie deal with the desolation caused by her husband's death? **(1 Mark)**
- (iv) Write a Summary of the above Passage. **(2 Marks)**

(b) Read the Passage:

- (i) Make Notes, using Headings, Subheadings and abbreviations whenever necessary. **(3 Marks)**
- (ii) Write summary

People do not always do the things we want them to do. No matter' how reasonable or minimal our expectations may be, there are times when we are let down. Naturally, we feel upset and hurt when our expectations are not met. We dread confrontations because they are unpleasant and can damage relationships.

Yet not confronting a person does not solve the problem because unresolved issues also affect relationships in an adverse way. Actually, the real problem lies in our style of confrontation, not in the issue.

Typically, we use character-based confrontations. They help in venting our anger and hurt, but that is the only thing they do. They lead to angry show downs and bring all discussions to a grinding halt. It is important to remember that self-image is the most important possession of all human beings.

It is the way we view and regard ourselves in our own eyes and in the eyes of others. As self-conscious beings, we are actually aware of our image and constantly work towards protecting it from any damage. We also seek approval from others about our own self-image. We feel distraught if we sense that there is even a slight threat to our self image, because our character is the essence of our lives. To ensure a rational dialogue over dashed expectations, we need to deploy issued based confrontations. They involve an explanation of which actions have bothered us, in what manner and what changes we would like from the other person. **(2 Marks)**

Question 2

(a) Discuss the process of communication.

(b) (i) Choose the word which best expresses the meaning of the given word :

Abundant

(1) Plentiful

(2) Sufficient

(3) Enough

(4) Many **(1 Mark)**

(ii) Select a suitable antonym for the word given under:

Adumbrate

(1) Elaborate

(2) Summarize

(3) Angry

(4) Happy **(1 Marks)**

(iii) Change the following sentence to indirect speech:

Reena said, "Nobody can solve the problem on the earth". **(1 Mark)**

(c) Write a Precis and give appropriate title to the passage given below:

DNA degrades quickly after an animal dies, so researchers once believed it impossible to find ancient genetic material. The search for primeval vestiges of DNA took off in the late 1980s after the development of a technique called polymerase chain reaction (PCR), which copies minute quantities of DNA. Armed with PCR, scientists could look for tiny fragments of DNA that might have weathered the millennia unharmed.

In recent years, researchers have isolated DNA from 20-million-year-old magnolia leaves and extracted DNA from a 135-million-year-old weevil found in amber. Recently, a team extracts DNA from bone dating back millions of years for the first time. In the frenzied hunt for ancient DNA, microbiologist Scott R. Woodward may have bagged the biggest quarry. Drawing on lessons learned while growing up among the fossil-rich rocks of eastern Utah, Woodward and his team became the first people to find genetic material belonging to a dinosaur.

Woodward, whose grandfather was a coal miner, knew that mines in the area often contained dinosaur traces. After six months of looking Woodward pulled two bone fragments from a Cretaceous siltstone

layer directly a top a coal seam. Impeded by an unstable mine roof) Woodward's team could not recover any more bone samples.

The siltstone apparently inhibited fossilization and preserved much of the original cell structure in the bone. Researchers isolated strands of DNA from both fragments and used-PCR to copy a segment that codes for a protein called cytochrome b. Once they had made many copies, they could determine the DNA sequence.

Throughout their work, the biologists took precautions to avoid contaminating the samples with modern DNA or ancient material found within the coal. According to Woodward, circumstantial evidence indicates that the bone fragments belong to one or two species of dinosaurs. Dinosaur tracks are abundant in this 'coal formation, and the bones visible in the mine were larger than those of a crocodile the biggest non-dinosaur known in these rocks. **(5 Marks)**

Question 3

(a) (i) Discuss the term "Virtual Communication" in communication. **(2 Marks)**

OR

(ii) What do you mean by an "Attitude Barrier"? **(2 Marks)**

(b) (i) Choose the word which best expresses the meaning of the given word:

Relevant

(1) Related

(2) Important

(3) Pertinent

(4) Common **(1 Mark)**

(ii) Choose the word which best. expresses the meaning of the given word:

Unabashed

(1) Not fast

(2) Not Finding

(3) Not Embarrassed

(4) Not Angry **(1 Mark)**

(iii) Change the following sentence to indirect speech:

He said, "Will you all come for the meeting?" **(1 Mark)**

(c) Draft Newspaper Report on "Flood. situation grim in southern, western states" to be published in a National newspaper. **(5 Marks)**

Question 4

(a) Explain how emotional awareness and control helps in communication? **(2 Marks)**

(b) (i) Change the sentence from Active to Passive Voice.

The audience loudly cheered the Prime Minister's speech. **(1 Mark)**

(ii) Change the sentence from Passive to Active Voice

The Bird was killed by a cruel boy. **(1 Mark)**

(iii) Change the following sentence to indirect speech.

He said, "My Mother is writing letters". **(1 Mark)**

(c) Write an article of about 250 words on the topic, "The Importance of water conservation". **(5 Marks)**

Question 5

(a) Define the areas where chain network of communication is found in an organization. **(2 Marks)**

(b) Select the correct meaning of Idioms/Phrases given below:

(i) Takes Two to Tango

- (1) Two people are required for dancing
- (2) Two people are required for creating mischief.
- (3) Two people required to clean floor.
- (4) Two people required to help others.

(1 Mark)

(ii) Storm in a teacup

- (1) Crave for something
- (2) Least importance
- (3) Emergency situation
- (4) Make a big issue out of a small thing.

(1 Mark)

(iii) Change the sentence into Active Voice;

They will be given a ticket for over speeding by the police inspector.

(1 Mark)

(iv) Choose the word which best expresses the meaning of the given word.

Myriad

- (1) Dramatic
- (2) To Fetch
- (3) Many
- (4) Confusion

(1 Mark)

(c) Write a letter to a bank requesting them to stop payment of a cheque which has been reported lost.

(4 Mark)