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**SECTION B — (40 Marks)**

Question No.7 is compulsory.

Answer any **THREE** questions from the remaining **FOUR** questions.

7. (a) Read the passage given below and answer the questions that follows :

Academics has always been an essential part of human development. It prepares us to survive in the outside world and establish an identity of our own. In India, from an early age, we have been taught that education is limited to the boundaries of academics only; the idea of getting out into the field, for gaining practical experience, is always considered a hoax. This has hindered students' development. But, the truth is that education represents a considerably broader field than we know of it. Our teaching, from the basics, has been focused on getting good grades and job offers, rather than being creative and unique.

In the 21<sup>st</sup> century, the pure academic type of education is slowly paving way for a whole new type. The paradigm shift in the whole education system is evident. People have now come to understand that education is a 360 degree activity that should focus on students' overall development, rather than restricting him/her to the classroom. Co-curricular activities that take place outside the classroom but reinforce or supplement classroom curriculum, in some way, have become a point of focus today. Participating in such activities helps youngsters grow mentally, socially and individually. Intellectual development of a student is developed in the classroom, but for the aesthetic development such as team-building, character building, and physical growth, students must step out into the outside world.

Similarly, in colleges and institutions, there is a need for practical exposure so that the students can experience the actual working of an industry. Catering to this change, most professional colleges including B schools have started providing practical exposure to students through regular guest lectures, industrial visits, conferences, seminars, cultural festivals, and so on. With industry visits, students are able to better identify their prospective areas of work in the overall organizational function.

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Through such events, students are made to participate and coordinate different events wherein, they get to know how exactly things are managed. Co-curricular or extra-curricular activities provide practical exposure and opportunities to implement what students learn in the classroom. This helps in developing the overall personality of the students, inculcating various soft-skills in them, which otherwise are difficult to teach. Clearly, life beyond academics creates creative and empowered professionals.

- (i) What has not been the focus of education from earlier times? (1 Mark)
- (ii) Where should students go for aesthetic development? (1 Mark)
- (iii) What kind of co-curricular activities have become points of focus today? (1 Mark)
- (iv) What will give children a better insight into industry? (1 Mark)
- (v) Why are soft skills difficult to teach in the classroom? (1 Mark)

(b) Read the Passage :

- (i) Make notes, using headings, sub-headings and abbreviation whenever necessary giving a suitable title. (3 Marks)
- (ii) Write a summary. (2 Marks)

Keeping cities clean, free of any kind of pollution, is essential for keeping their residents healthy. Our health depends not just on personal hygiene and nutrition, but critically also on how clean we keep our cities and their surroundings. The spread of dengue, chikungunya and corona virus are intimately linked to the deteriorating state of public health conditions in our cities as well.

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The waste management to keep cities clean is now getting attention through the Swachh Bharat Mission. People are now more aware of the importance of cleanliness and necessary safety precautions to be observed on day to day basis.

However, much of the attention begins and stops with the brooms and the dustbins, extending at most to the collection and transportation of the mixed waste to some distant or not so distant place, preferably out of sight. The challenge of processing and treating the different streams of solid waste, and safe disposal of the residuals in scientific landfills, has received much less attention in municipal solid waste management than is expected from a health point of view. One of the problems is that instead of focusing on waste management for health, we have got sidetracked into "waste for energy". If only we were to begin by not mixing the biodegradable component of solid waste (close to 60 percent of the total) in our cities with the dry waste, and instead use this stream of waste for composting and producing a gas called methane.

8. (a) Completeness is an important characteristic of effective communication. Comment.

(2 Marks)

- (b) (i) Choose the word that best expresses the meaning of the given word: (1 Mark)

**Sloppy**

- (1) Drunk
- (2) Careless
- (3) Tired
- (4) Untrustworthy

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- (ii) Select a suitable antonym for the given word: (1 Mark)

**Fallacy**

- (1) Truth
- (2) Liberal
- (3) Tolerant
- (4) Persist

- (iii) Change the following sentence to indirect speech: (1 Mark)

**Alex said, "I am working day and night".**

- (c) Write précis and give appropriate title to the passage given below : (5 Marks)

The most alarming of man's assaults upon the environment is the contamination of air, earth, rivers and sea with lethal materials. This pollution is for the most part irrevocable; the chain of evil it initiates is for the most part irreversible. In this contamination of the environment, chemicals are the sinister partners of radiation in changing the very nature of the world; radiation released through nuclear explosions into the air, comes to the earth in rain, lodges into the soil, enters the grass or wheat grown there and reaches the bones of a human being, there to remain until his death. Similarly, chemicals sprayed on crops lie long in soil, entering living organisms, passing from one to another in a chain of poisoning and death. Or they pass by underground streams until they emerge and combine into new forms that kill vegetation, sicken cattle, and harm those who drink from once pure wells.

It took hundreds of millions of years to produce the life that now inhabits the earth and reached a state of adjustment and balance with its surroundings. The environment contained elements that were hostile as well as supporting. Even within the light of the sun, there were short-wave radiations with power to injure. Given time, life has adjusted and a balance reached. For time is the essential ingredient, but in the modern world there is no time.

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The rapidity of change and the speed with which new situations are created follow the heedless pace of man rather than the deliberate pace of nature. Radiation is no longer the bombardment of cosmic rays: it is now the unnatural creation of man's tampering with the atom. The chemicals to which life is asked to make adjustments are no longer merely calcium and silica and copper and all the rest of the minerals washed out of the rocks and carried in the rivers to the sea; they are the synthetic creations of man's inventive mind, brewed in his laboratories, and having no counterparts in nature.

9. (a) What is the informal communication? (2 Marks)

**OR**

State the common networks used in organisations. (2 Marks)

- (b) (i) Choose the word which best expresses the meaning of the given word: (1 Mark)

**Defray**

- (1) Sudden
- (2) Rash
- (3) Disclaim
- (4) Spend

- (ii) Choose the word which best expresses the meaning of the given word: (1 Mark)

**Immaculate**

- (1) Spotless
- (2) Tarnished
- (3) Defiled
- (4) Pleasing

- (iii) Change the following sentence to indirect speech : (1 Mark)

**He said to her, "Are you coming to the party?"**

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- (c) You are a student of Mother's Global Institute. Your institute celebrated the annual day on 30<sup>th</sup> November 2021. Draft a report on annual day celebration to be included in your institute's annual magazine. (5 Marks)
10. (a) Write about the cultural barriers in communication. (2 Marks)
- (b) (i) Change the sentence from active to passive voice. (1 Mark)  
**By this time tomorrow we will have signed the deal.**
- (ii) Change the sentence from passive to active voice. (1 Mark)  
**The minister was welcomed by the people.**
- (iii) Change the following sentence to indirect speech : (1 Mark)  
**She said to me, "Do you know this man?"**
- (c) (i) As a Finance head of Zeeta Private Limited, draft a circular to be distributed to all employees of finance department informing them to attend a meeting to finalise financial statements for the quarter ending 30<sup>th</sup> September 2021. (3 Marks)
- (ii) Write a formal email to the Reporting Manager (E-mail : RM@kkpyt.com) as the Assistant Manager (E-mail : AM@kkpvt.com) of KK Private Limited to request for leave of one week for personal work. (2 Marks)
11. (a) Explain horizontal communication. (2 Marks)
- (b) Select the correct meaning of Idioms/Phrases given below :
- (i) **Notch up** (1 Mark)
- (1) To win or create a record.  
(2) To look disappointed.  
(3) To get annoyed.  
(4) To be agitated.

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(ii) **To play second fiddle** (1 Mark)

- (1) To be happy, cheerful and healthy
- (2) To reduce importance of one's senior
- (3) To support the role and view of another person
- (4) To do back seat driving

(iii) Change the sentence into passive voice: (1 Mark)

**Mohan will tell you later.**

(iv) Choose the word which best expresses the meaning of the given word : (1 Mark)

**Novice**

- (1) Beginner
- (2) Concrete
- (3) Reality
- (4) Veteran

(c) You are Vishnu Shreshth, 16 KY Nagar, Delhi. You wish to apply for the post of the Marketing Manager in a reputable firm in Mumbai. Write a letter on 1<sup>st</sup> December 2021 to the Public Relations Officer, ZZ Enterprises, Mumbai, applying for the job. Write the letter including your bio-data. (4 Marks)

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