



Name:  
Enrolment No:

**UNIVERSITY OF PETROLEUM AND ENERGY STUDIES**  
**End Semester Examination, June 2021**

**Course: English Communication**  
**Program: B.Sc.(H) Mathematics**  
**Course Code: HUMN1011**

**Semester: II**  
**Time: 03 hrs.**  
**Max. Marks: 100**

**SECTION A**

**Attempt all the questions**

1. Each Question will carry 5 Marks
2. Instruction: Complete the statement / Select the correct answer(s)

S. No.			Marks	CO
Q 1	A	Effective communication requires A. Connection, a common purpose and mutual understanding. B. Receiving and understanding C. Understanding of environmental factors. D. All of the above	2	[5] CO1
	B	A subject teacher sharing information about an upcoming exam through email with his/her students is an example of _____ flow of communication. A. Upward B. Horizontal C. Downward D. Vertical	2	
	C	The terms "Verbal" and "Oral" Communication are interchangeable. Statement is true or false.	1	
Q 2	A	Has the advertising agency _____ the new promotional material yet? I need it by this afternoon. A. dropped off B. dropped in C. dropped out D. dropped by	2	[5] CO2
	B	Choose the correct sentence A. It is a four years degree course B. It is a four year degree course C. It is a for years degree course D. It is a four years degrees' course	2	
	C	The words 'Enunciation' and 'Pronunciation' can be used interchangeably. Is it true or false.	1	
Q3		Choose the correct order of sentences.	(CO2) 5	

		1. The palace was the home of the Royal Portugese family. 2. It is the largest museum of the Americas. 3. The museum is situated in the city of Rio de Janeiro. 4. The National Museum is the oldest scientific instution in Brazil. A. 4-3-2-1 B. 2-1-3-4 C. 4-1-3-2 D. 2-4-1-3		
Q4	A	_____ in a paragraph is the technique of making words, phrases, and sentences move smoothly and logically from one to the other. A. Unity B. Coherence C. Clarity D. Emphasis	2	[5] CO3
	B	_____ refers to the extent to which all of the ideas contained within a given paragraph "hang together" in a way that is easy for the reader to understand. A. Unity B. Order C. Coherence D. None of the above	2	
	C	The following passage is an example of spatial order: "The Eiffel Tower is divided into three sections. The lowest section of the tower contains the entrance, a gift shop and a restaurant. The middle section of the tower consists of stairs and the elevators that leads to the top. The top section of the tower includes an observation desk with a spectacular view of Paris."	1	
Q 5		Identify how the paragraph is developed: Inductive or deductive?  Years ago in a remote part of a Pacific island nation, an international aid agency donated a hospital. This was a brand new purpose built facility that would serve a large community that at that point had no health care. The architecture was of the highest modern standards and the hospital was built on land well away from the river to avoid seasonal flooding. It was constructed of materials which were able to withstand the extremes of temperature and climate in the region. The opening was a great occasion. Officials and important people came from far and wide for the event. There were politicians who made speeches to praise the project. They said that it was a major development for the area and would radically change the lives of the people. Sadly, however, it was never used. The government lacked the funds to equip or staff the hospital. Moreover, the building itself was located far away from the river, which was the main means of transport for local people, so access was almost impossible. This health facility remained empty and unused. Many foreign aid projects fail because of poor planning, thereby wasting huge amounts of money.	5	[5] CO3
Q6		Identify and write the <i>Topic Sentence</i> of the given paragraph  Thinking about the 1990s brings back a lot of memories for me about fashion and popular culture. During the 1990s, I really enjoyed watching <i>Friends</i> on television every Thursday night. I really wanted Rachel's haircut—I think every girl wanted Rachel's haircut back then! Rachel's haircut went really well with the Guess Jeans that were so popular in the 1990s. I remember all the advertisements for Guess and Calvin Klein Jeans that were in	5	[5] CO3

each month's *Sassy* magazine. I don't think *Sassy* magazine exists anymore, but it was one of the most popular magazines for young women in the 1990s.

**SECTION B**

**1. Each question will carry 10 marks**

**2. Instruction: Write short / brief notes**

**Attempt all the questions**

Q 1 Match the formal & informal constructions in email/letter. Write correct answer before the points mentioned in column [A]

A	B
1. Informal subject line	Blind carbon copy
2. Salutation, when you know the name of the receiver	Complaint against broken glassware received on November 30,2019
3. Formal Subject Line	Thanking you in anticipation
4. Bcc	Dear Mr. Daniell
5. Formal closing	Hi☺

10

CO4

Q 2 Write an **email** as a Campus Director to all your employees notifying them that the company parking lot will be repaved during the first week of July and that the company will provide a shuttle service from a remote parking lot during that period. Mark a copy of it to the Campus Admin as well.

10

[10]  
CO4

Q 3 Based on the information provided below (84 words) write a **précis**.

To harness potential benefits of demographic dividend of India, Prime Minister Narendra Modi launched the skill India mission-Kaushal Bharat Kushal Bharat on 15 July 2015. This campaign aims to converge and monitor all skill development across the country. The focus is to provide vocational training for all occupation like carpenters, cobblers, blacksmiths, tailors, weavers etc. Advantages of this mission are that it creates employment, improve entrepreneurship quality, develop skills in communication and personality development, make self-dependent and provide balanced growth in all the sectors.

10

[10]  
CO3

Q 4 A letters are also written to encourage and reward an employee. On behalf of a director of a company write a **letter in full block** format to an employee, Mr Williams Jones to get a certificate and reward of Rs.50,000 on the compilation of 10 years of his association with the company.

10

[10]  
CO4

Q 5

Read the mind map and write a **paragraph using deductive order**.



10

CO3

**SECTION-C**

**Attempt any one question**

Q 1

Create a mind map based on information provided below.

Renewable energy refers to energy obtained from sources that are naturally replenished. Renewable energy is energy that can be renewed, i.e. when used, a renewable energy source is not depleted. This type of energy is also defined as an energy resource that is fast replenished through a naturally occurring process after it has been harnessed from the source. It can be called: clean energy green energy,

[20]  
CO3

sustainable energy. Examples of renewable energy include geothermal energy, Hydropower, Wave energy, Solar energy, Wind energy, Biomass energy.

**Importance of renewable energy**

Here are some of the reasons why people should opt for renewable energy:

1. No need to burn fossil fuels. As a result of minimal environmental pollution, there will be fewer health complications.
2. It is greener. Very minimal or no pollution to the environment.
3. Responsible. It preserves the world for future generations.
4. It is reliable for the future. Since the energy resources are renewable, there is energy security.
5. Renewable energy sources are inexhaustible and hence a sustainable source of energy.
6. It tends to be efficient.
7. It can be very cost effective. It may entail a higher initial cost, the the running cost is generally cheaper.
8. It reduces climate change. Renewable energy emits little to no greenhouse gases.
9. Renewable energy is available all over the world hence fewer energy-related conflicts.
10. Availability of reliable sources of energy spurs economic growth.

In a bid to meet the challenges of the modern world, there is a need to use energy that is reliable and does not destroy the planet. Renewable energy can power the world to its next chapter of development. Switching to renewable energy is the sensible thing to do.

[OR]

**Carefully read the following passage of 264 words on Skill India and create a mind map based on information provided below**

To harness potential benefits of demographic dividend of India, Prime Minister Narendra Modi launched the skill India mission-Kaushal Bharat Kushal Bharat on 15th July 2015. This mission comprises of various initiatives like national Skill Development Mission, national policy for skill development and Entrepreneurship, Pradhan Mantri Kaushal Vikas Yojana (PMKVY), skill loan scheme and rural India skill. This campaign aims to converge and monitor all skill development across the country. It targets to train over 40 crore people in different skills by 2022. The main focus is to provide vocational training for all occupation like carpenters, cobblers, blacksmiths, nurses, tailors, weavers etc. More emphasis will be given in a new area like real estate, construction, transport, textile, banking, tourism etc. This campaign cover both rural and urban areas. For rural areas, Deen Dayal Upadhyay Kaushal Vikas Yojana has been launched and in urban areas, many training centres are being established across the country. Major advantages of this mission are that it creates employment, improve entrepreneurship quality, develop skills in communication, management and personality development, make self-dependent and provide balanced growth in all the sectors. Several challenges come in the way of skill India

	<p>mission are inefficient execution of the plan, red tapism. Nepotism while providing jobs, a mismatch in skills provided, less awareness in rural areas and the orthodox mindset of the people. Such a visionary initiative like skill India mission is the need of the hour that will boost the overall economic condition of the country and create synergy between education, training and work in order to make India the skill capital of the world.</p>		
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