

Roll No: -----



UNIVERSITY OF PETROLEUM AND ENERGY STUDIES

End Semester Examination, May 2018

Program: BA/BCom/BBA LLB

Subject (Course): General English-II

Course Code : LLBG 108

No. of page/s: 04

Semester – II

Max. Marks : 100

Duration : 3 Hrs

Section-A (30)

I. State whether the following statements are true or false (a – q) and fill in the blanks (r – t) (20)

- a) Do not post your work samples on LinkedIn, It is viewed as egotistical
- b) You want to be top-of-mind, so post a status update daily on LinkedIn.-
- c) Your LinkedIn profile should be a mirror image of your resume.
- d) A good social etiquette on LinkedIn is personalizing your message for new invitations
- e) The maximum number of groups you can join on LinkedIn is 50
- f) You need to create a customized URL for your LinkedIn address.
- g) In email jargon ‘flame’ refers to the mail that does not reach the recipient well in time
- h) The main function of a research paper is to inform.
- i) A hypothesis is a proposition.
- j) The terms dissertation and thesis may be different names for the same thing.
- k) An extensive list of references at the end of the dissertation shows that it has used theory effectively.
- l) The acceptable writing style of a research paper is *“Easy to read with a pleasant, conversational tone, interesting rhetorical devices, and lots of creative writing”*
- m) Writing a bio not only requires polished and developed writing skills, but it also requires intricate self – analysis.
- n) Introduce yourself as though the readers of your Bio have never met you and you should start with Your Name.
- o) A good bio does read, as “I am a 2nd semester Law student at UPES”.
- p) You are continuously moving forward and your bio should not reflect that fact.
- q) List your most recent accomplishments. Do not describe them – list them.
- r) Proper citation allows the writers to protect themselves from _____
- s) MLA style commonly is used in _____, Philosophy and Religion.

t) APA style is commonly used in disciplines such as Education, Psychology and _____.

II. Given below are some of the extracts from professional emails. Keeping in view the principles of effective email writing, rewrite them to make them precise and effective (5x2:10M)

- a) Good news! Company is planning a trip to Goa. Those interested may contact the undersigned
- b) Wud you just let me have your marketing proposal by the dawn tomorrow?
- c) Find enclosed in the attached files the new customer friendly online travel guide. Kick back the same to us with your ticked options and we'll arrange the rest.
- d) Meeting sched at three. Drop in with sales recds
- e) PROPOSAL RETURNED BACK HEREWITH. REDO COST ESTIMATE. CALL BACK UNDER SIGNED IF WANTED

Section – B (30)

III. Assume that you are associated with an NGO that engages itself in the animal protection activities. As a secretary of the NGO, draft an email urging people to come forward and join hands in the noble cause, your email should have the required elements of emotional appeal and persuasion (10)

IV. Using your critical thinking skills develop a survey questionnaire, a set of 10 questions on the following problem (10)

The editor of your local newspaper wants to conduct a readership study to learn just who reads what in both print and online editions

V. Develop a bio-brief using the following information in about 100 words. (10)

Born	Mark Elliot Zuckerberg, May 14, 1984 (age 33), White Plains, New York, U.S.
Residence	Palo Alto, California, U.S.
Occupation	Technology entrepreneur philanthropist
Years active	2004–present
Known for	Co-founding and leading Facebook
Home town	Dobbs Ferry, New York, U.S.

Salary	One-dollar salary[1]
Net worth	US\$66.4 billion[2] (April 2018)
Spouse(s)	Priscilla Chan (m. 2012)
Children	2
Relatives	Randi Zuckerberg (sister)
Website	facebook.com/zuck

Section-C (20)

VI. Annotate (introduction, context and the meaning) of the following excerpts (2x3:6M)

- a) “If a person meditates too much, or hesitates, or talks about it, waits for an ideal of true love, he never gets it.”
- b) “Now the domestic joys have begun—champagne!”

Or

- c) “Oh you can’t think of a question that’s easy enough. You were always a numskull.”
- d) “What does he look like? Stupid? Intelligent?”

VII. Answer the following questions (7x2: 14)

- a) Discuss the play “the Marriage Proposal’ with reference to the social structure in nineteenth century Russia.
- b) Discuss the literary devices used in the play The Marriage Proposal

Or

- c) “Refund is a satire on the modern educational system.” -- Discuss in about 200 words
- d) Discuss the three unities of drama with reference to the One-act play The Refund.

Section-D (20)

VIII. Following slide does not abide by **the rules of an ideal presentation**. Enumerate five points to support the statement. (10)



IX. Fill in the blanks with appropriate word from the given list (10)

[Message, communication, outside, connection, delivery, synchronized, timed, audience, content, 1-6-6, preparation, Well-structured, uniform, modulate]

A presentation is a means of _____, which can be adapted to various speaking situations. _____ is the most important part of making a successful presentation. Irrespective of whether the occasion is formal or informal, one should always aim for a _____ delivery. Understanding your _____ is the most important step for preparing a good presentation. Use simple and _____ layout for all the slides in your presentation. Follow _____ rule to create ideal presentation. Images used should be _____ with the text on the slide. It is a bad idea to _____ from the slides. It is advisable to write a _____ schedule for your presentation. For an impressive presentation always, think _____ the screen.
