

Full marks : 35

Time : 2 hrs.

Answer all questions

1) Write a précis after reading the following passage: [8]

Teachers and librarians need to be aware of the emotional, intellectual, and physical changes that young adults experience. Teachers and librarians also need to give serious thoughts to how they can best accommodate such changes. Growing bodies need movement and exercise, but not just in ways that emphasize competition. Teenagers are adjusting to their new bodies and a whole host of new intellectual and emotional challenges. Teenagers are especially self-conscious and need the reassurance that comes from achieving success and knowing that their accomplishments are admired by others. However, the typical teenage lifestyle is already filled with so much competition that it would be wise to plan activities in which there are more winners than losers; for example, publishing newsletters with many students-written book reviews, displaying student artwork, and sponsoring science fiction, fantasy, or other special-interest book discussion clubs. Moreover, a variety of small clubs can provide multiple opportunities for leadership, as well as for practice in successful group dynamics. Further, making friends is extremely important to teenagers, and many shy students need the security of some kind of organization with a supportive adult barely visible in the background.

2) Write the title page and index of the report titled, “ Environment is the victim of market-driven consumption “ Work out the introduction and one annexure of the report. [12]

3) Tick the correct option [5]

in medias res means

- a. residential mediation
- b. meditator's response
- c. mediating responsibility
- d. in the middle of things

ipso facto means

- a) literally
- b) virtually
- c) factually
- d) faithfulness to facts

magnum opus means

- a) magnificent opening
- b) opulence
- c) great literary work
- d) contribution of magnitude

fait accompli means

- a) nemesis
- b) not reversible
- c) faithful accomplice
- d) fate which was accomplished

tour de force means

- a) forceful tour
- b) touring areas of forceful occupation
- c) great work
- d) remarkable achievement

4) Write an interoffice memo to direct employees of your organization, Softonic Solutions to cut down on meeting expenses which have been reducing your profit as seen in the last three months. Invent necessary details to complete the memo. Give two attachment descriptions and circulate this memo to at least five officials.

(10)