



c09-c-401

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**BOARD DIPLOMA EXAMINATION, (C-09)
MARCH/APRIL—2014
DCE—FOURTH SEMESTER EXAMINATION**

ENGLISH—III

Time : 3 hours]

[Total Marks : 80

PART—A

3×10=30

Instructions : (1) Answer **all** questions.

(2) Each question carries **three** marks.

(3) Answers should be brief and straight to the point and shall not exceed *five* sentences.

1. What are you going to do in the coming weekend after your examinations?

2. Write a paragraph on what you used to do in the evenings when you were in school.

3. Fill in the blanks with appropriate forms of verbs indicating probability :

(a) If you swim, you — (reduce) your weight.

(b) If he — (go) early to the theatre, he will get tickets.

(c) If we work hard, we — (succeed).

- * 4. Write three expressions of disagreement for the following issues :
- (a) Wealth is more important than health.
 - (b) Using plastic covers is better than using paper covers.
 - (c) Sending an e-mail is difficult.
5. Rewrite the following sentences using 'must/should/have to' :
- (a) Keep the place clean.
 - (b) Respect parents.
 - (c) Follow traffic rules for safety on roads.
6. What is meant by non-verbal communication? List out the gestures that you should avoid at an interview.
7. Define the following terms used in an e-mail :
- (a) Mail id
 - (b) Compose
 - (c) Inbox
8. List out the subheads that you will include in your resume.
9. You are the class representative. Your teacher has asked you to inform that all students should submit the filled in exam application forms by Tuesday, the 27th. Write a message on the board to inform your class.
10. What is the purpose of a cover letter?

* **PART—B**

10×5=50

Instructions : (1) Answer *any five* questions.

(2) Each question carries **ten** marks.

11. Write a paragraph about your role model who inspired you.

- * **12.** Study the flowchart which describes the process of opening an account in a bank. Write a paragraph giving the details :

Go to the bank

Ask for an application form to open an account

Fill in the application form
(Name, date of birth, address)

Affix your photograph

Take signature of the person
introducing you

Submit to the bank authorities

Deposit money

Collect your pass book

- 13.** Draw a pie chart showing the popularity of three different cell recharge service providers *A*, *B* and *C*. Nearly 45% of people prefer *A* because the charges are reasonable and there are no hidden charges too. Another 38% prefer using the services of *B* because network coverage is good though the charges are a little high. *C* is the least preferred with only 17% opting for it. From the information, it can be gathered that service provider *A* perhaps makes a great deal of profit.
- 14.** Write a letter to the Police Inspector complaining about your lost bike or cycle.
- 15.** Write your resume that you can submit to your probable employer.
- 16.** Write a letter to your senior seeking suggestions to plan for your career after your diploma.
- * **17.** State the various processes involved in getting ready for a job.
- 18.** Your Principal asked you to make a survey of the students' attendance in the first hour on Monday. You went around 5 classrooms of different branches and collected the data. Now, write a report to submit it to the Principal.
