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BOARD DIPLOMA EXAMINATION, (C-09)
OCT/NOV—2013
DCM—FOURTH SEMESTER EXAMINATION

ENGLISH—III

Time : 3 hours]

[Total Marks : 80

PART—A

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* simple sentences.

1. Use the following verbs and make one sentence each to express your past habitual action :

play; read; wear

2. Fill in the blanks :

(a) You — (wear) helmet while driving a two wheeler. (obligation)

(b) He — (buy) a new mobile. (intention)

(c) We — (win) the match. (possibility)

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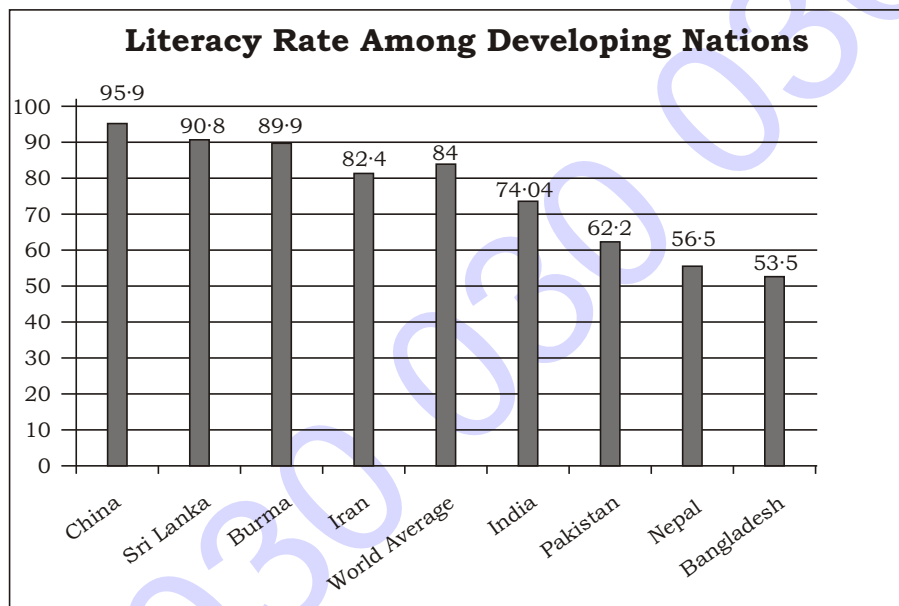
3. Write briefly how you introduce yourself to the General Manager of a factory.
4. Write your agreement or disagreement with a reason to the following statements :
 - (a) India can become a superpower.
 - (b) Watching TV is a waste of time.
 - (c) Everyone should have a goal.
5. Write three important points to be kept in mind to perform well in a JAM activity.
6. Write any three gestures or body postures to be avoided in an interview.
7. Explain the terms—e-mail, Inbox and compose.
8. Read the following statements related to resume writing and state whether they are True or False :
 - (a) The resume need not be neat.
 - (b) You should not mention your qualifications in the resume.
 - (c) Your resume should contain all the necessary information.
9. Identify any one limitation you have and explain briefly how you are going to overcome it.
10. Write a message on the Notice Board about the Surabhi Drama in the Mahati Auditorium. The show will start at 6 p.m. tomorrow and the students of your polytechnic are offered discount in entry fee.

PART—B

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

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

- 11.** Study the following bar diagram which shows the literacy rate in different countries :



Write a paragraph about the details.

- 12.** Study the following table that gives the total energy consumed in the world in 2006 :

Sl. No.	Energy Source	Percentage
1	Hydro	8%
2	Nuclear	5%
3	Crude oil	35%
4	Natural gas	20%
5	Coal	30%
6	Geothermal	2%

Draw a pie chart and write a brief paragraph about the details.

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- 13.** Write a letter to your brother explaining the educational opportunities after 10th class.
- 14.** Write a letter to the General Manager asking for permission to visit their factory.
- 15.** Study the following job notification and prepare a CV and a cover letter :

Wanted trainee engineers for a steel plant in Maharashtra. Candidates with diploma in any engineering branch are eligible. Age should be below 28 years. Knowledge of CAD/CAM is preferable. Apply to the Manager (HRD), Nishat Steels Ltd., Mumbai.

- 16.** What are the important points to be kept in mind in the preparation for an interview?
- 17.** Write a paragraph about your role model.
- 18.** Write a report on the condition of the library in your institute and make suggestions for its improvement.
