



- II. 1) Give any two examples of reference sources. 2
 2) Write a cover letter for the post of Sales Manager in University Press Publishing Company, Bangalore. 5
- III. 1) Name any two types of listening. 2
 2) Prepare a write-up for Group Discussion on COVID-19. 3
- IV. 1) Introduce your mother to the principal of your college. 2
 2) What enquiries would you make in the following situations ? 2
 a) You want to go to Coorg, you are in the Bus Terminal.
 b) You, as a CR of the class, want to prepone English class with your English teacher.
- V. 1) Give a set of instructions on how to change the gas cylinder. 4
 2) Underline the infinitive phrases in the following sentences : 2
 a) You have very less time to prepare.
 b) I need an extra pen to write.
- VI. 1) Identify the clauses in the following sentences : 2
 a) I have a friend, who owns Rolls Royce.
 b) If you don't eat well, you will fall sick.
 2) Fill in the blanks with appropriate tenses given in the bracket : 2
 a) She _____ (has been teaching/am teaching) English for ten years.
 b) We _____ (living/have lived) in Bangalore for ten years.
- VII. 1) Fill in the blanks with the correct form of the verb which agrees with the subject : 3
 a) The cost of the watch _____ (is/are) ten thousand rupees.
 b) The principal as well as the staff _____ (has/have) arrived.
 c) Time and tide _____ (wait/waits) for none.
 2) Fill in the blanks with the correct idioms given in the bracket : 2
 (beat around the bush, by the skin of your teeth, miss the boat)
 a) You don't _____. Come to the point directly.
 b) She forgot to fill the fees, now she will _____.

