

**DIPLOMA IN BUSINESS PROCESS
OUTSOURCING-FINANCE AND ACCOUNTING
AND CERTIFICATE IN COMMUNICATION AND
IT SKILLS (DBPOFA/CCITSK)**

Term-End Examination

December, 2022

BPOI-006 : ENGLISH COMMUNICATION SKILLS

Time : 3 hours

Maximum Marks : 65

Note : Attempt **all** questions. Questions No. 1 to 5 carry
10 marks each. Question No. 6 carries 15 marks.

1. Read the passage given below and answer the questions that follow :

Pongal, O Pongal, the cry reverberates through the air and a feeling of contentment combined with the spirit of thanksgiving marks the onset of this South Indian festival called Pongal or Makar Sankranti, which is one of the most important ones in the region.

Pongal is among the best-known, and certainly one of the major festivals in the State of

Tamil Nadu. The three or four-day festival which takes place in January, celebrates the harvest, and in particular the rice crop. It is said to be an ancient form of thanksgiving and is believed to come from Dravidian practices almost untouched by Aryan influences.

The first day of the celebrations is known as Bhogi Pongal which is set aside for preparations. Homes are washed and decorated. Doorways are painted with vermilion and sandalwood paste and colourful garlands of leaves and flowers adorn the outside of almost every home. The courtyard is decorated with designs in chalk powder, intricate or simple, but always beautiful. Everyone dresses in new clothes and a happy glow of anticipation surrounds the participants.

The second day, or the Surya Pongal, as it is known, is dedicated to the Sun God. It is on this day that the most important ceremony of the four-day festivities takes place. A new metal or earthen pot is filled with milk and set to boil.

To this milk is added the freshly harvested rice, specially saved for the day, and sugarcane juice and turmeric. This special rice pudding is what is known as Pongal and the festival has been named after it.

The third day of the festival is called the Mathu Pongal or the Pongal of the cattle. In the morning, the animals are herded into the village pool and bathed. They are then decorated and the rice preparations made the previous day are offered to them. This is also a time when the sister prays for the longevity and happiness of her brother. Five different kinds of rice are cooked in as many different colours, and from each of these, in a symbolic gesture, a rice ball is made and fed to five types of birds and animals.

The last day called Kunnam, is a day reserved for the outdoors. This is a day of outings, picnics and outdoor sports. Today, however, the last two days are combined, making the festival a three-day affair.

Questions :

- (a) (i) What is the significance of Pongal ?
- (ii) Describe some of the ways in which the people of Tamil Nadu make preparations to celebrate Pongal.
- (iii) What do you understand by the term 'Surya Pongal' ?
- (iv) How is the Pongal of cattle celebrated ?
- (v) Which is the most important day in the four-day celebrations of Pongal ?
- (vi) Give a suitable title to the passage. 6
- (b) (i) Pick out words from the passage which mean the same as the following words :
- echoes; complicated
- (ii) Find words from the passage that are opposite in meaning to the following words : 4
- modern; dissatisfaction

2. In response to an advertisement for the post of an HR Manager in a well-known company, write an application for the job. Also write a suitable CV. 10
3. You have received a letter from your old school to act as a judge for a debate competition. Write a letter expressing your inability to accept the invitation, stating some legitimate reason. 10
4. As a marketing manager of an established pharmaceutical company, you have been asked to investigate the reason for the drastic fall in the sale of certain medicines. Write a report in about 250 words. 10
5. As PA to the Director of Education, write an e-mail to all the schools of the State to extend the winter holidays by one week due to the severe cold wave and increasing number of cases of viral fever. 10

6. (a) Rewrite the following sentences making necessary corrections :

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- (i) I had been living in Delhi since 2010.
- (ii) Do you remember when did she visit us last ?
- (iii) You have finished your work, have you ?
- (iv) Are you going to give your higher secondary examination this year ?
- (v) I had not been to Pune for five years.

(b) Rewrite the following sentences in the passive voice :

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- (i) They published this book five years ago.
- (ii) One Rank One Pay will affect thousands of people.
- (iii) The dog is chasing the cat.
- (iv) Who has written 'Paradise Lost' ?
- (v) The judge pronounced a very harsh judgement.

(c) Do as directed :

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- (i) She is too old to run. (Rewrite removing 'too')
- (ii) Reema looks unhappy, _____ ?
(Supply the appropriate tag)
- (iii) I never drive to college, I _____
(often, always) walk.
- (iv) One of my friends _____ bought a new car. (Fill in the blank with an appropriate word)
- (v) Had I known she was so needy I _____ (will have, would have) helped her out. (Fill in the blank with the right option from the brackets)
- _____