

$\begin{array}{c} \text{C09-A/AA/AEI/C/CM/CH/CHST/EC/EE/GT/} \\ \text{IT/M/MNG/MET/PKG/CT/TT/HS-} \textbf{401} \end{array}$

3401

BOARD DIPLOMA EXAMINATION, (C-09) OCTOBER/NOVEMBER-2018 FOURTH SEMESTER EXAMINATION

| | ENGLISH - III | |
|--------------|---|-----------------|
| Time: 3 Hou | ars] [To | otal Marks: 80 |
| | PART-A | 3X10=30 |
| Instructions | 1. Answer All questions. 2. Each question carries three marks. 3. Answer should be brief and straight to the point and s five simple sentences. | hall not exceed |
| 1. Fill in | the blanks with the appropriate verb forms given in the brackets: | |
| a) | Ploughs (use) for agriculture in the olden days | (Past habit) |
| b) | I am (plan) to become a doctor. | (intention) |
| c) | My sister (come) tomorrow | (Possibility) |
| 2. Comp | elete the following sentences: | |
| a) | If I become a millionaire, | |
| b) | If God appear before me, | |
| c) | If I fail in an examination, | |
| 3. Introd | luce your brother to the Principal of your college. | |
| 4. Write | your responses to the following statements expressing your opinion | ons: |
| a) | Honesty is the best policy. | |
| b) | No pains, no gains. | |
| c) | Watching TV programme is harmful to eye-sight. | |
| 5. Fill in | the blanks with suitable words that express obligation: | |
| a) | We protect the environment | |
| b) | All of us be industrious. | |
| c) | Citizens pay their taxes in time | |

- 6. Write any three essentials to be followed on the day of an interview.
- 7. Define e-mail.
- 8. Write any three negative qualities that result in your failure in an interview.
- 9. What are the chief points in a resume?
- 10. Write a brief message to your friend expressing your inability to attend his birthday party.

PART-B

10X5=50

Instructions:

- 1. Answer any **Five** questions.
- 2. Each question carries ten marks.
- 11. Study the following flowchart and write a paragraph:

Sending an e-mail

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Connect the internet on the computer

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Open internet explorer

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Type www.gmail.com in the address box and press enter

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Log in with g-mail id and password and click on 'sign-in'

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When the page loads click on compose

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Type the e-mail address of the receiver in the 'To' box and the subject of message in the subject box

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Type the text of the message in the space provided

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Once the message is typed verify it and click on send. Soon after a page will load saying that the message has been successfully sent.

12. Indicate the following data in a pie-chart. The distribution of the sale of mobiles of different companies in a year and write a paragraph explaining the same.

Sale of mobiles of different companies

- a) Micro max 15%
- b) L.G. 25%
- c) Nokia 35%
- d) Samsung 25%
- 13. You are Mr. Shyam. Write a letter to your friend Mr. Ram describing the exhibition that you have seen recently.
- 14. Write a letter to the editor of a newspaper about the rise in pollution levels in your city. (Hints: increase in the usage of automobiles impure quality of fuel cutting down of trees setting up of more number of factories need for using cycles and joint transportation)
- 15. Write a short paragraph about your career plans.
- 16. Addressing an application a covering letter for the post of technician to the administrative office, CMC, Gachibowli, Hyderabad district while enclosing your "resume".
- 17. List out any five questions that are usually asked in an interview.
- 18. Write a brief report on the present problems of your college computer lab and offer your suggestions for its improvement.