

2011

ENGLISH
(Science)

(Functional English—I)

Full Marks : 40

Time : 2 hours

*The figures in the margin indicate full marks
for the questions*

1. Write one sentence each to explain the differences in meaning between the words in each of the following pairs : 2×2=4
- (a) complement; compliment
- (b) historic; historical
2. (a) Identify the mistakes in the following sentences and rewrite them correctly : 1+1=2
- (i) In the 1970s people would be less well off than they are now.
- (ii) I just write a letter to her when she was phoning me.

- (b) Look at the modal auxiliaries used by the writer in this letter. Replace the ones you find inappropriate with more appropriate modal auxiliaries : 1×4=4

Dear Julie,

As you can already know, we must start looking for a new receptionist in our office last month. Mr. Brown, our boss, can have chosen someone who already worked in another department but he didn't able to find anyone suitable so he had to advertise in the newspaper.

3. Answer any *two* of the following questions : 5×2=10

- (a) Decide which of the following phrases are very formal, formal, neutral, informal or familiar : 2½+2½=5

- (i) (1) I owe you a deep debt of gratitude.
(2) Thank you very much, indeed.
(3) Chéers.
(4) Thanks a lot.
(5) Thank you.

- (ii) (1) Good to see you.
(2) Hello.
(3) Hi there.
(4) It's a pleasure to make your acquaintance.
(5) Pleased to meet you.

- (b) Look at the reactions given in the box.
Write down which of these reactions
the expressions below would normally
express : 1×5=5

SURPRISE	EXCITEMENT	DISAPPOINTMENT	INTEREST
PLEASURE	SYMPATHY	ANNOYANCE	RELIEF

- (i) That's amazing!
(ii) That's a relief!
(iii) Oh dear!
(iv) Thank heavens!
(v) How infuriating!
- (c) The adjective NICE is used a lot in spoken English and less in formal English. Look at these sentences and find synonyms from the box below : 1×5=5
- (i) Did you have a nice time?
(ii) It was nice of you to invite me.
(iii) You look nice.

(iv) Please be nice to them.

(v) She's a very nice woman.

complimentary	enjoyable	friendly	generous
likeable	smart	thoughtful	pleasantly

(d) Decide in what situations you would use these expressions (the situations are listed below the expressions) : 1×5=5

(i) man

(ii) boy

(iii) gentleman

(iv) chap

(v) male

(Very formal; Formal; Neutral; Informal; Familiar)

4. Do either (a) or (b) :

(a) Read the following passage and answer the questions below : 10

The Secrets of Writing Business Letters

As far back as biblical times, businessmen have used powerful communication to achieve wealth and position.

Even today the right message at the right time can lead to sweet success.

Want money? A promotion? To sell something? Explain something? Then write a good letter.

Letter writing is not a lost art, just a forgotten one. The principles still exist. If you try them, you'll see improvement in your very next letter.

TO BEGIN WITH

1. *Start from the end.* Decide what you'd like to happen as the result of your letter.

Make a list of all things you'd like to say. Look them over. Find any that don't support your main course, and cross them off without remorse.

Remember, the best letters have a strong sense of purpose.

2. *Get to the point early.* If your reader wanted a mystery, he'd be reading Raymond Chandler. A letter should tell whodunit in the first paragraph.
3. *Put yourself in your reader's place.* Think : if the same letter came to you, how would you respond?

Therefore, be friendly. Be nice. And find ways to turn negative statements into positive ones.

- (i) Which of the advices given do you agree with and disagree with, and why? 5
- (ii) Based on the advice given in the passage, how would you begin a business letter? Illustrate. 5
- (b) Read the following passage and answer the questions below : 10

NO BUSINESS-ESE

1. *Say it plainly.* There is no such thing as a "business language". Phrases like "in compliance with your request" and "enclosed herewith" will only make you seem like a robot. Write the way you talk, naturally.

Keep your sentences short—one idea in each. Any sentence longer than two typed lines is automatically suspect.

2. *Clear the deadwood.* Chop out words, sentences, and even whole paragraphs if they don't contribute. Work hard so your reader won't

have to. In particular, cast a questioning eye on adjectives. They can sap the strength from your words, or stretch your credibility. As Voltaire put it, "the adjective is the enemy of the noun".

3. *Use active verbs.* Face it, the passive voice is wimpy. "A decision has been reached by the committee" wouldn't last three rounds in the ring with "the committee has reached a decision".

Also, your reader will sniff a cover-up if you write : "Your order has been misplaced" instead of "I misplaced your order". Courage !

4. *Be human.* Your letter should read like conversation, not a decree.

Address your reader by name : "Dear Ms. Hartman". And if you can fit in naturally, use Ms. Hartman's name once or twice in the body. You want her to know you wrote the letter just for her.

Whenever you can, use pronouns like I, we, and you. Especially you—it's an arrow straight to your reader's heart.

(i) Try to work out the meanings of these words from the context : 5

- (1) wimpy
- (2) suspect
- (3) deadwood
- (4) sap the strength
- (5) decree

(ii) Which of the advices given do you agree with and disagree with, and why? 5

5. Answer either (a) or (b) : 10

(a) (i) Explain the differences in meaning between these sentences : 3+2=5

(1) He likes his sister's friends and colleagues.

He likes his sisters' friends and colleagues.

He likes his sisters, friends and colleagues.

(2) Her sister, who works in America, is a film star.

Her sister who works in America is a film star.

(ii) Rewrite each of these informal sentences into a more formal style :

1×5=5

- (1) Well, what happened to them was that their ship went down in a hurricane and they were nearly drowned.
- (2) What they did next was to find some driftwood and build a bonfire on the beach. They caught some fish and grilled them over the fire.
- (3) Then they gathered palm leaves and built themselves a rough shelter.
- (4) They suffered a sleepless night because of all the insects and began to lose heart.
- (5) Anyway, the next thing they did was to make mosquito nets to protect themselves the following night.

(b) (i) Decide which of these opening phrases would be suitable in : 1×4=4

- (A) A personal letter
- (B) A business letter
- (C) Both
- (D) Neither

(1) Dear Ms. Hartman

(2) Dear Madam

(3) Dear Julie

(4) Darling Julie

(ii) Write a 'keeping in touch' letter to someone you haven't written to for a year.

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