# J V U S.

# Foundation (New Syllabus) Paper - 2 Business Law & Business Correspondence and Reporting

F 2 JAN 2024

### THF-H

Roll No. ..... Total No. of Printed Pages:

Total No. of Questions: 11 Maximum Marks: 100

Time allowed: 3 Hours

### IMPORTANT INSTRUCTIONS TO CANDIDATES

- 1. Questions in Section A are to be answered in the medium opted by the candidate. If a candidate has not opted for Hindi medium, his/her answers in Hindi will not be evaluated.
- 2. Questions in Section B, are to be answered in English only, by all the candidates, including those who have opted for Hindi medium.
- 3. Answer to both the Sections are to be written in the same answer book.

### SECTION A — (60 Marks)

Question No. 1 is compulsory.

Answer any FOUR questions out of the remaining FIVE questions. Marks

1. (a) Towes G, the following debts as per the table given below:

Amount of the Debt (in ₹)	Position of Debt
5,000	Time barred on 01st July, 2023 as per the provisions of the Limitation Act, 1963
3,000	Time barred on 01st July, 2023 as per the provisions of the Limitation Act, 1963
12,500	Due on 1st April, 2022
10,000	Due on 15th July, 2023
7,500	Due on 25th November, 2023

G makes payment on 1st April, 2023 mentioned as below without any notice regarding how to appropriate the amount/payment.

- (i) A cheque of ₹ 12,500
- (ii) A cheque of ₹ 4,000.

In such a situation how the appropriation of the payment is done against the debts as per the provisions of the Indian Contract Act, 1872 by assuming that T also has not appropriated the amount received towards any particular debt.

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(b) The State Government of X, a state in the country is holding 48 lakh shares of Y Limited. The paid-up capital of Y Limited is ₹ 9.5 crore (95 lakh shares of ₹ 10 each). Y Limited directly holds 2,50,600 shares of Z Private Limited which is having share capital of ₹ 5 crore in the form of 5 lakh shares of ₹ 100 each. Z Private Limited claimed the status of a subsidiary company of Y Limited as well as a Government company. Advise as a legal advisor, whether Z Private Limited is a subsidiary company of Y Limited as well as a Government company under the provisions of the Companies Act, 2013?

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(c) Discuss the various types of implied warranties as per the Sale of Goods Act, 1930.

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2. (a) Explain the terms "Trafficking relating to public offices and titles" and "Stifling prosecution" as per the Indian Contract Act, 1872.

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(b) Explain the provisions relating to the registration of changes in partners under the Limited Liability Partnership Act, 2008.

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3. (a) Discuss the rule regarding a partner's implied authority to bind the firm for his acts. Also, explain the situations when the partner has no implied authority to bind the firm.

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(b) (i) A mobile phone was displayed in a shop with a price tag of ₹ 10,000 attached to the mobile display box. As the price displayed was very less as compared to M.R.P. of the mobile phone, Y, a customer rushed to the cash counter and asked the shopkeeper to receive the payment and pack up the mobile phone. The shopkeeper refused to hand over the mobile phone to Y in consideration of the price indicated in the price tag attached to the mobile phone. Y seeks your advice whether he can sue the shopkeeper for the above cause under the Indian Contract Act, 1872.

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(ii) On 1st March 2023, T Readymade Dress Garments, Shimla enters into a contract with J Readymade Garments, Jaipur for the supply of different sizes of shirts 'S' (Small), 'M' (Medium), and 'L' (Large). As per the terms of the contract, 300 pieces of each category i.e. 'S' @ ₹ 900; 'M' @ 1,000 and 'L' @ 1,100 per piece have to be supplied on or before 31st May, 2023.

However, on 1<sup>st</sup> May, 2023, T Readymade Dress Garments, Shimla informed J Readymade Garments, Jaipur that the firm is not willing to supply the shirts at the above rate due to the rise of prices in the raw material cost. In the meantime, prices for similar shirts have gone up in the market to the tune of ₹ 1,000; ₹ 1,100; and ₹ 1,200 for 'S', 'M' and 'L' sizes respectively.

Examine the rights of J Readymade Garments, Jaipur in this regard as per the provisions of the Indian Contract Act, of 1872.

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4. (a) Can an unpaid seller who has possession of goods exercise the Right of lien? If yes, mention such circumstances. When does he lose his right of lien as per the provisions of the Sale of Goods Act, of 1930?

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- (b) State giving reasons whether the following are partnerships as per the provisions under the Indian Partnership Act, 1932:
  - (i) X, Y, and Z agree to divide the profits equally, but the loss, if any, is to be borne by X alone. Is it a case of partnership?
  - (ii) X, a publisher, agrees to publish a book at his own expense written by Y and to pay Y, half of the net profit. Does this create a relationship of partnership between X and Y? Is Y liable to a paper-dealer for paper supplied to X to print Y's book?
  - (iii) A and B purchase a tea shop and incur additional expenses for purchasing utensils etc. each contributing half of the total expense.
     The shop is leased out on daily rent which is divided between both.
     Does this arrangement constitute a partnership between A and B?
- 5. (a) (i) X, a furniture dealer, delivered furniture to Y under an agreement of sale, whereby Y had to pay the price of the furniture in three instalments. As per the terms of the agreement, the furniture will become the property of Y on payment of the last instalment. Before Y had paid the last instalment, he sold the furniture to Z, who purchased it in good faith. X brought a suit against Z for the recovery of the furniture on the ground that Z had no title to it. Decide the case on the basis of the provisions as per the Sale of Goods Act, 1930.

Marks

(ii) Against B's tender, R agrees to sell and deliver 1,000 kg tomatoes @ ₹ 100 per kg which shall be delivered on 15th July, 2023. Due to the rise of the prices of tomatoes in the market, R delivered only 700 kg of tomatoes on 15th July, 2023 and agrees to deliver the balance quantity in the next month. B accepted 700 kg of tomatoes sent by R. Later, R failed to deliver the balance quantity and so B refused to pay the price of 700 kg of tomatoes to R as he had failed to fulfill the tender conditions stipulated in the contract of sale.

Can B refuse to pay R as per the provisions of the Sale of Goods Act, 1930?

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(b) Explain the kinds of share capital as per the Companies Act, 2013. Also, explain when the capital shall be deemed to be preference capital.

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6. (a) "Mere silence does not amount to fraud." Explain the statement as per the provisions contained in the Indian Contract Act, 1872.

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(b) State the rules that should be observed by the partners in settling the accounts of the firm after dissolution under the Indian Partnership Act, 1932?

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(c) MTK Private Limited is a company registered under the Companies Act, 2013 on 5th January, 2021. The company has not started its business till now. On 7th April, 2023, a notice has been received from ROC for non-filing of FORM No-INC-20A. Identify under which category MTK Private Limited company is classified. Explain the definition of the category of the company in detail.

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THF-H

# (HINDI VERSION)

# IMPORTANT INSTRUCTIONS TO CANDIDATES

- उन परीक्षार्थियों को छोड़कर जिन्होंने हिन्दी माध्यम चुना है, भाग -अ में प्रश्नों के उत्तर केवल अंग्रेजी में ही देने हैं। वह परीक्षार्थी जिसने हिन्दी माध्यम नहीं चुना है, यदि हिन्दी में उत्तर देता है, तो उसके हिन्दी में दिये गये उत्तरों का मूल्यांकन नहीं होगा।
- 2. सभी परीक्षार्थियों द्वारा भाग ब के प्रश्नों के उत्तर अंग्रेजी में ही देने हैं, उन परीक्षार्थियों द्वारा भी जिन्होंने हिंदी माध्यम का चयन किया है।
- 3. दोनों भागों के उत्तर एक ही उत्तर-पुस्तिका में लिखने हैं।

भाग अ - (60 Marks)

प्रश्न संख्या 1 अनिवार्य है।

शेष पाँच प्रश्नों में से किन्हीं चार प्रश्नों के उत्तर दीजिए।

Marks

1. (a) नीचे दी गई तालिका के अनुसार T पर G का निम्नलिखित ऋण बकाया है:

ऋण की

ऋण की स्थिति

राशि (₹में)

- 5,000 परिसीमा अधिनियम, 1963 के प्रावधानों के अनुसार 1 जुलाई, 2023 को कालातीत कर दिया गया
- 3,000 परिसीमा अधिनियम, 1963 के प्रावधानों के अनुसार 1 जुलाई, 2023 को कालातीत कर दिया गया

12,500 1 अप्रेल, 2022 को देय

10,000 15 जुलाई, 2023 को देय

7,500 25 नवम्बर, 2023 को देय

G 1 अप्रेल, 2023 को बिना किसी सूचना के कि कैसे राशि का भुगतान का विनियोजन किया जाए, इसके संबंध में नीचे उल्लेखित भुगतान करता हैं

- (i) ₹ 12,500 का चेक
- (ii) ₹ 4,000 का चेक ऐसी स्थिति में, भारतीय अनुबन्ध अधिनियम, 1872 के प्रावधानों के अनुसार ऋणों के विरुद्ध भुगतान का विनियोग कैसे किया जाता है, यह मानते हुए कि T ने भी किसी विशेष ऋण के लिए प्राप्त राशि का विनियोग नहीं किया है।
- (b) देश के एक राज्य X, की राज्य सरकार के पास Y लिमिटेड के 48 लाख शेयर है। Y लिमिटेड की चुकता पूंजी 9.5 करोड़ (प्रत्येक ₹ 10 के 95 लाख शेयर) है। Y लिमिटेड के पास सीधे तौर पर Z प्राइवेट लिमिटेड के 2,50,600 शेयर है, प्रत्येक ₹ 100 के 5 लाख शेयरों के रूप में 5 करोड़ रुपये की सांझा पूंजी है। Z प्राइवेट लिमिटेड ने Y लिमिटेड की सहायक कम्पनी के साथ-साथ एक सरकारी कम्पनी होने का भी दावा किया है। विधिक सलाहकार के रूप में सलाह दीजिए कि क्या Z प्राइवेट लिमिटेड, Y लिमिटेड की सहायक कम्पनी होने के साथ-साथ कम्पनी अधिनियम, 2013 के प्रावधानों के तहत एक सरकारी कम्पनी है?
- (c) वस्तु विक्रय अधिनियम, 1930 के अनुसार विभिन्न प्रकार की विवक्षित (गर्भित) आश्वासन (वारन्टी) पर चर्चा कीजिए।
- 2. (a) भारतीय अनुबन्ध अधिनियम, 1872 के तहत 'सरकारी पदों की बिक्री' और 'कानून का मार्ग अवरूद्ध करने' को समझाइये।
  - (b) सीमित दायित्व साझेदारी अधिनियम, 2008 के अंतर्गत सांझेदारों में परिवर्तन के पंजीकरण से संबंधित प्रावधानों की व्याख्या कीजिए।

P.T.O.

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3. (a) किसी साझेदार द्वारा फर्म को उसके कृत्यों के लिए बाध्य करने के निहित प्राधिकार के संबंध में नियम पर चर्चा कीजिए। उन स्थितियों की भी व्याख्या कीजिए जब साझेदार के पास फर्म को बाध्य करने का कोई निहित अधिकार नहीं हैं।

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(b) (i) दुकान में एक मोबाइल फोन प्रदर्शित किया गया था और मोबाइल प्रदर्शित बॉक्स पर ₹ 10,000 का मूल्य टैग लगा हुआ था। चूँिक प्रदर्शित कीमत, मोबाइल फोन की एम.आर.पी. की तुलना में बहुत कम थी। Y, एक ग्राहक कैश काउन्टर पर पहुँचा और दुकानदार से भुगतान प्राप्त करने और मोबाइल फोन पेक करने के लिए कहा। दुकानदार ने मोबाइल फोन से जुड़े मूल्य टैग में दर्शायी गई कीमत को ध्यान में रखते हुए Y को मोबाइल फोन सौंपने से इन्कार कर दिया। Y आपसे सलाह चाहता है कि क्या वह भारतीय अनुबन्ध अधिनियम, 1872 के तहत उपरोक्त कारण के लिए दुकानदार पर मुकदमा (वाद) कर सकता है?

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(ii) 1 मार्च 2023 को, T रेडिमेड गारमेन्टस, शिमला ने विभिन्न आकारों की शर्ट की आपूर्ति के लिए J रेडिमेड गारमेन्टस, जयपुर के साथ एक अनुबन्ध किया। 'S' (छोटा) 'M' (मध्यम) और 'L' (बड़ा) । अनुबंध की शर्तों के अनुसार प्रत्येक के 300 पीस श्रेणी अर्थात 'S' @ ₹900, 'M' @ ₹1,000 और 'L' @ ₹ 1,100 प्रति मूल्य की आपूर्ति 31 मई, 2023 से पहले करनी होगी।

यद्यपि 1 मई, 2023 को, T रेडिमेड ड्रेस गारमेन्टस, शिमला ने J रेडिमेड गारमेन्टस, जयपुर का सूचित किया कि कच्चे माल की कीमतो में वृद्धि के कारण फर्म उपरोक्त दर पर शर्ट की आपूर्ति करने को तैयार नहीं है। इस बीच, बाजार में 'S', 'M' और 'L' आकार की समान शर्टस की कीमतें क्रमशः ₹1,000; ₹1,100 और ₹1,200 तक बढ़ गई हैं।

इस सम्बंध में भारतीय अनुबन्ध अधिनियम, 1872 के प्रावधानों के अनुसार J रेडिमेड गारमेन्टस, जयपुर के अधिकारों की जाँच कीजिए।

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4. (a) क्या कोई असंदत विक्रेता जिसके पास माल है, पूर्वाधिकार (ग्रहणाधिकार) के अधिकार का प्रयोग कर सकता है? यदि हाँ, तो ऐसी परिस्थितियों का उल्लेख कीजिए। वस्तु विक्रय अधिनियम, 1930 के प्रावधानों के अनुसार वह पूर्वाधिकार का अधिकार कब खो देता है?

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- (b) कारण बताते हुए बताइये कि क्या निम्नलिखित भारतीय साझेदारी अधिनियम, 1932 के प्रावधानों के अनुसार साझेदारी हैं :
  - (i) X, Y, और Z लाभ को समान रूप से विभाजित करने के लिए सहमत है, लेकिन किसी का नुकसान अकेले X को वहन करना होगा। क्या यह साझेदारी का मामला है?
  - (ii) X, एक प्रकाशक, Y द्वारा लिखित एक पुस्तक को अपने खर्च पर प्रकाशित करने और शुद्ध लाभ को आधा हिस्सा Y को भुगतान करने के लिए सहमत है, क्या इससे X और Y के बीच साझेदारी का रिश्ता बनता है?
    क्या Y, Y की किताब छापने के लिए X को दिये गये कागज के लिए किसी पेपर डीलर के प्रति उत्तरदायी है?
  - (iii) A और B एक दुकान से चाय खरीदते है और खरीददारी पर इन्हें अतिरिक्त खर्च करना पडता है बर्तन आदि के लिये। प्रत्येक कुल खर्च का आधा हिस्सा खर्च करते हैं। दुकान को दैनिक किराये पर दिया गया है जो उन दोनों के बीच विभाजित है। क्या यह व्यवस्था

    A और B के बीच साझेदारी बनती है?
- 5. (a) (i) X, एक फर्नीचर विक्रेता, ने बिक्री के एक समझौते के तहत Y को फर्नीचर वितिरत किया, जहाँ Y को फर्नीचर की कीमत तीन किश्तों में चुकानी पड़ी। समझौते की शर्तों के अनुसार अंतिम किस्त के भुगतान पर फर्नीचर Y की संपत्ति बन जायेगा। इससे पहले की Y ने अंतिम किस्त का भुगतान किया। उसने फर्नीचर Z को बेच दिया, जिसने इसे अच्छे सद्विश्वास के साथ खरीदा। X ने फर्नीचर की वसूली के लिए Z के विरुद्ध इस आधार पर मुकदमा दायर किया कि Z के पास इसका स्वामित्व नहीं था। वस्तु विक्रय अधिनियम, 1930 के प्रावधानों के आधार पर मामले का निर्णय कीजिये।

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- (ii) B की निविदा के विरुद्ध R 1,000 किलोग्राम टमाटर, ₹ 100 प्रति किलोग्राम पर बेचने और वितरित करने के लिए सहमत है, जिसे 15 जुलाई, 2023 को वितरित किया जायेगा। बाजार में टमाटर की कीमतों में वृद्धि के कारण, R ने 15 जुलाई, 2023 को केवल 700 किलोग्राम टमाटर वितरित किये और अगले महीने में शेष मात्रा वितरित करने के लिए सहमत है। B ने R द्वारा भेजे गए 700 किलोग्राम टमाटर स्वीकार कर लिये। बाद में, R शेष मात्रा देने में विफल रहा और इसलिए B ने R को 700 किलोग्राम टमाटर की कीमत का भुगतान करने से इन्कार कर दिया क्योंकि वह बिक्री के अनुबन्ध में निर्धारित निविदा शातों को पूरा करने में विफल रहा। क्या B वस्तु विक्रय अधिनियम, 1930 के प्रावधानों के अनुसार R को भुगतान करने से इन्कार कर सकता है?
- (b) कम्पनी अधिनियम, 2013 के अनुसार शेयर पूँजी के प्रकार की व्याख्या कीजिए। यह भी स्पष्ट कीजिये कि पूँजी को कब आधिक्य पूँजी माना जायेगा?
- 6. (a) "मात्र चुप रहना धोखाधड़ी नहीं है।" भारतीय अनुबन्ध अधिनियम, 1872 में निहित प्रावधानों के अनुसार कथन की व्याख्या कीजिए।
  - (b) साझेदारों द्वारा समझोते के अधीन, उन नियमों का उल्लेख कीजिये जिनका भारतीय साझेदारी अधिनियम, 1932 के तहत विघटन के बाद फर्म के खातों का निपटान करते समय साझेदारों द्वारा पालन किया जाना चाहिए।
  - (c) 5 जनवरी, 2021 को, कम्पनी अधिनियम, 2013 के तहत MTK प्राइवेट लिमिटेड कम्पनी पंजीकृत हुई। कम्पनी ने अब तक अपने कारोबार की शुरुआत नहीं की है। 7 अप्रेल, 2023 को ROC से फार्म नंबर-आई एन सी-20A दाखिल न करने के लिए एक नोटिस प्राप्त हुआ। MTK प्राइवेट लिमिटेड कम्पनी किस श्रेणी में वर्गीकृत है, पहचान कीजिए। कम्पनी की श्रेणी की परिभाषा की विस्तार से व्याख्या कीजिए।

### SECTION B - (40 Marks)

Question No. 7 is compulsory.

Answer any THREE questions out of the remaining Four questions.

7. (a) Read the passage carefully and answer the questions given below:

There are several indicators of a developed nation. It is economically, agriculturally and technologically advanced. There is all round prosperity. The benefits of prosperity reach the common people. They have a reasonable life span and enjoy the basic comforts and good health. They are able to educate and feed their children well. Poverty, illiteracy, ignorance, disease and inequalities are reduced to a minimum. Quality goods are produced in abundance and exports keep on rising. The nation is able to protect its sovereignty as it is self-reliant in defence and has a standing in the international forum. India, even after more than seventy-six years since independence is branded as a developing country. Achieving a developed status means the major transformation of our national economy to make it one of the largest economies of the world, where people live well and above the poverty line. The transformation can be materialised within the next 15 to 20 years as India has the necessary potential. Our natural resources are richer as compared to those of many other countries. We have abundant supplies of all the ores and minerals. We have rich bio-diversity, abundant sunshine, varied agro-climatic conditions and plenty of rainfall all over India. The country either already has the necessary technologies or can develop them easily. Our people and our farmers not only have a great learning capability but most of them also have an entrepreneurial and competitive spirit. Avenues to channelise this spirit constructively and productively are required. We need the will to take action and commit ourselves to be one of the world leaders. We must

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Marks

1

1

resolve to work hard with a long-term vision. Technology is the highest wealth generator in the shortest possible time. It can provide us with infrastructure and help transform education and training, food and processing, industries and agriculture. It is the key to achieving quality products in an increasingly competitive market and to continually upgrading human skills. It is the only vital input for ensuring health security and better living conditions for people. It can enable us to double cereals by 2030 and to make arrangements for their storage, transportation, distribution and marketing. It can make us leaders in machine tool industries. Through software engineering, we can enter computer-aided design and computer-aided manufacturing. Therefore, the major role in India's development is to be played by the vast pool of our talented scientists, researchers and technologists. They should shed pessimism and think big because they are the only ones who understand the forces of technological modernization. They should take it as a challenge to make India a developed country. They must spearhead the movement by talking about what can be done and encouraging people that difficulties can be overcome. They must extend all possible help to industries, business managers, administrators, and others.

- i) Mention the basic fields in which a developed country is advanced.
- (ii) What is required for achieving the developed status for India?
- (iii) "Technology is the highest wealth generator in the shortest time".

  How?
- (iv) Who can play a major role in India's development?
- (v) How can India enter computer-aided design and manufacturing?

### (b) Read the passage:

How does television affect our lives? It can be very helpful to people who carefully choose the shows that they watch. Television can increase our knowledge of the outside world; there are high quality programmes that help us understand many fields of study, science, medicine, and the arts and so on. Moreover, television benefits very old people who can't often leave the house, as well as patients in hospital. It also offers non-native speakers' the advantage of daily informal language practice. They can increase their vocabulary and practice listening.

On the other hand, there are several serious disadvantages to television. Of course, it provides us with a pleasant way to relax and spend our free time, but in some countries, people watch the 'boob-tube' for an average of six hours or more a day. Many children stare at a television screen for more hours each day than they do anything else, including studying and sleeping. It's clear that the tube has a powerful influence on their lives and that its influence is often negative.

Recent studies show that after only thirty seconds of watching television, a person's brain 'relaxes' the same way that it does just before the person falls asleep. Another effect of television on the human brain is that it seems to cause poor concentration. Children who view a lot of television can often concentrate on a subject for only fifteen to twenty minutes. They can pay attention only for the amount of time between commercials.

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Another disadvantage is that television often causes people to become dissatisfied with their own lives. Real life does not seem as exciting to these people as the lives of actors on the screen. To many people television becomes more real than reality and their own lives boring. Also many people get upset or depressed when they can't solve problems in real life as quickly as television actors seem to.

Before a child is fourteen years old, he or she views eleven thousand murders on the tube. He or she begins to believe that there is nothing strange about fights, killings and other kinds of violence. Many studies show that people become more violent after certain programmes. They may even do the things that they saw in a violent show.

- (i) Make notes, using headings, sub-headings and abbreviation whenever necessary.
- (ii) Write a summary giving a suitable title.
- 8. (a) What do you mean by Verbal communication?
  - (b) (i) Select the suitable antonym for the word given under

### **TYRANNY**

- (1) Hatred
- (2) Mystery
- (3) Autonomy
- (4) Oppression

1

3

2

		THF-H	Mark
(ii)	Corre	ect the following sentence:	
	If he	came to me, I would have given him a pen.	1
(iii)	Root	of the word 'Anthropology' is :	
	(1)	Study	
	(2)	Anthrop	
	(3)	Mankind	
	(4)	Man	1

(c) Write a précis and give appropriate title to the passage given below

English education and English language have done immense goods to India, in spite of their glaring drawbacks. The notions of democracy and self-government are the born of English education. Those who fought and died for mother India's freedom were nursed in the cradle of English thought and culture. The West has made contribution to the East. The history of Europe has fired the hearts of our leaders. Our struggle for freedom has been inspired by the struggles for freedom in England, America and France. If our leaders were ignorant of English and if they had not studied this language, how could they have been inspired by these heroic struggles for freedom in other lands? English, therefore, did us great good in the past and if properly studied will do immense good in future.

English is spoken throughout the world. For international contact, our commerce and trade, for the development of our practical ideas, for the scientific studies, English is indispensable "English is very rich in literature," our own literature has been made richer by this foreign language. It will really be a fatal day if we altogether forget Shakespeare, Milton, Keats and Shaw.

5

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		THF-H	Marks
9.	(a)	What do you mean by Star Network Communication?	2
		OR	
		"Coherence" is an important feature of Communication. Discuss.	2
	(b)	(i) Choose the word which best expresses the meaning of the given word:	
		FERRY	
		(1) Bargain	
		(2) Celebrate	
		(3) Transport	
		(4) Drown	1
		(ii) Change the following sentence to indirect speech:	
		My friend said to me, "Has your father returned from Kolkata	."? 1
		(iii) Change the following sentence into Passive Voice:	
		"Please sit here and wait till I return".	1
	(c)	Prepare the Minutes of a Meeting, presided by a committee under the	
		chairmanship of the Managing Director Ms. U; Product Head and Sales	
		Head of LHO Private Limited, a Garments Company. The main agenda	
		of the meeting was introducing a new Denim Jeans, analysing the cost,	The state of the s
		discussing the sales and marketing strategies.	5

		THF-H	Marks
10.	(a)	How does organization structure become a barrier to communication?  Explain.	2
	(b)	(i) Change the sentences from Active to Passive Voice:	
		They forced him to steal the money out of his dad's room.	1
		(ii) Change the sentence from Passive to Active Voice	
		Let the class not be disturbed.	1
		(iii) Change the following sentence into direct speech.	
		The boys exclaimed with joy that they had won the match.	1
	(c)	You are a Finance Manager of XYZ Limited, A to Z Complex,	
		Technology Nagar, FF State, India (e-mail: atz@gmail.com,	
		Tel.: XXXXX). Your company is going to distribute 500 laptops to a	
		research institute under its Corporate Social Responsibility (CSR),	
		initiatives. Write an enquiry letter to Z Tech Limited, NK Complex,	
		FF State, India for supply of 500 Laptops making comprehensive enquiry	
		about configuration, costs, delivery and terms and conditions etc.	5
		THE-H	D.T.O.

			THF-H	Marks
11.	(a)	What is I	Para language in communication? Explain it.	2
	(b)	Select the	e correct meaning of Idioms/Phrases given below:	
		(i) 'Gift	of the gab'	
		(1)	Talent for speaking	
		(2)	To win a prize	
		(3)	To get something free	
		(4)	To distribute gifts	1
		(ii) A re	d-letter day	
		(1)	An important day	
		(2)	An auspicious day	
		(3)	A dangerous day	
		(4)	An unimportant day	1
		(iii) Selec	at the correct meaning of the collocation given below:	
		Doll	ar diplomacy	E (4)
		(1)	Make money	
		(2)	Go bankrupt	
		(3)	Profit earnings	
		(4)	Cash Flow	1
	(c)	when we Write an	ber of women in the police force seems insufficient especially see the increasing involvement of women in terrorist activities article in 250 words for "The Hindustan Chronicle", on the	i. e
		need of h	aving more women in the police force.	5