

What matters is whether others praise them or not. What difference does it make whether they die at this moment or whether their lives are prolonged? Happen what may, those who tread in the right path will not set foot in any other. Life itself is unprofitable to a man who does not live for others. To live for the mere sake of living one's life is to live the life of dogs and cows. Those who lay down their lives for the sake of others will assuredly dwell forever in a world of bliss.

Questions :—

- (1) What is the similarity between trees and good men?
- (2) What does sandalwood give on rubbing?
- (3) What does the word 'fruit' mean as used in the passage?
- (4) How do noble men preserve their qualities even in difficulties?
- (5) Who dwells in a world of bliss?

SECTION—C

5. Write a letter to your father describing your first day in the college.
6. Write a letter to the Manager, Bank of Punjab, requesting sanction of a loan to expand your existing business.

SECTION—D

7. Write a Resume for the post of Assistant Manager in the company.
8. Draft the format of a notice for the meeting.

Exam. Code : 115301

Subject Code : 4597

B.Com. (Financial Services) 1st Sem. (Batch 2021-24)
COMMUNICATION SKILLS IN ENGLISH-I
Paper—I

Time Allowed—3 Hours] [Maximum Marks—50

Note :— Attempt any FIVE questions in all, selecting at least ONE question from each Section. The fifth question may be attempted from any Section. All questions carry equal marks.

SECTION—A

1. Give a detailed introduction to reading skills.
2. Explain the purposes of reading.

SECTION—B

3. Read the following passage and answer the following questions :—

Of all the deadly brain destroying influences in the world, fear is one of the worst and the most universal. It destroys self-respect and prevents self-development. Almost the whole of the human race has always been afraid of one thing or another. Almost every dictator has ruled by creating fear in the minds of the people. That is the worst thing that can be said about dictatorship. One man at the top, in order to maintain his powers, degrades and debases the people over whom he rules by filling their minds with fear. Almost

always when a man begins to move forward, he has fear. All through the life he will meet obstacles, and if they create fear in his mind he will be slowed down. Fear acts on brain as frost acts in a garden. Its growth stops. A fear-bitten brain cannot work effectively. Fear constantly interrupts the progress of thought. The brain concentrates on safety and self-preservation. Just as frost stops the circulation to sap in a plant, similarly fear stops the circulation of blood in a brain.

Questions :—

- (i) Fear is a deadly force because :
 - (a) it checks growth of children
 - (b) it leads to many diseases
 - (c) it kills the spirit of enterprise
 - (d) it destroys self-respect and prevents self-development
- (ii) Fear affects the brain very gravely and it :
 - (a) slows down
 - (b) stops developing
 - (c) stops working effectively
 - (d) becomes dead
- (iii) Every dictator has ruled :
 - (a) with love
 - (b) with hatred for all
 - (c) by creating fear in the people's mind
 - (d) by starting many welfare schemes

- (iv) What does fear do to a man ?
 - (a) it makes him tremble
 - (b) it makes him unconscious
 - (c) it makes him run away to a safe place.
 - (d) it stops the circulation of blood in the brain.
- (v) 'Sap' means :
 - (a) juice
 - (b) energy
 - (c) gap
 - (d) liquid in a plant that carries food.
- (vi) Give a suitable title to the passage.
- (vii) Write the meaning of 'degrades and debases'.
- (viii) Explain "Fear acts on brain as frost acts in a garden."
- (ix) 'Obstacles' can be replaced with _____.
- (x) Write down the central idea of the passage.

4. Read the following passage and answer the following questions :—

Trees give shade for the benefits of others. They themselves stand in the sun and endure the scorching heat, but produce the fruit by which others profits. The character of good men is like that of trees. What is the use of this perishable body if no use is made of it for the benefit of mankind ? Sandalwood, the more it is rubbed, the more scent does it yield. Sugarcane, the more it is peeled and cut up into pieces, the more juice does it produce. The men who are noble at heart do not lose their qualities even on losing their life.