

B.Sc. Biotechnology 1st Semester

BT-7 : COMMUNICATION SKILLS IN ENGLISH

Time Allowed—3 Hours] [Maximum Marks—50

Note :— All questions are compulsory.

- I. Read the passage carefully and answer the questions by selecting the appropriate options :

The development of the horse has been recorded from the beginning through all of its evolutionary stages to the modern form. It is, in fact, one of the most complete and well-documented chapters in paleontological history. Fossil finds provide us not only with detailed information about the horse itself, but also with valuable insights into the migration of herds and even evidence for speculation about the climatic conditions that could have instigated such migratory behaviour.

It has been documented that almost twelve million years ago at the beginning of the Pliocene Age, a horse, about midway through its evolutionary development, crossed a land bridge where the Bering Straits are now located, from Alaska into the grasslands of Europe. The horse

was the hipparion, about the size of a modern-day pony with three toes and specialized cheek teeth for grazing. In Europe the hipparion encountered another less advanced horse called the anchitheres, which had previously invaded Europe by the same route, probably during the Miocene Period. Less developed and smaller than the hipparion, the anchitheres was completely replaced by it. By the end of the Pleistocene Age both the anchitheres and the hipparion had become extinct in North America, where they had originated. In Europe they had evolved into an animal very similar to the horse as we know it today. It was the descendant of this horse that was brought by the European colonists to the Americas.

- (1) What is this passage mainly about ?
- (a) the evolution of the horse
 - (b) the migration of horses
 - (c) the modern-day pony
 - (d) the replacement of the anchitheres by the hipparion
- (2) According to the author, fossils are considered valuable for all of the following reasons EXCEPT :
- (a) they suggest how the climate may have been
 - (b) they provide information about migration
 - (c) they document the evolution of the horse
 - (d) they maintain a record of life prior to the Miocene Age

(3) Which of the following conclusions may be made on the basis of information in the passage ?

- (a) the hipparions migrated to Europe to feed in developing grasslands
- (b) there are no fossil remains of either the anchitheres or the hipparion
- (c) there were horses in North America when the first European colonists arrived
- (d) very little is known about the evolution of the horse

(4) According to this passage, the hipparions were :

- (a) five-toed animals
- (b) not as highly developed as the anchitheres
- (c) larger than the anchitheres
- (d) about the size of a small dog

(5) The word "it" in line 21 refers to :

- (a) anchitheres
- (b) hipparion
- (c) Miocene Period
- (d) route

5×2=10

II. Read the following passage and answer the questions that follow :

In every country people imagine that they are the best and the cleverest and the others are not as good as they are. The Englishman thinks that he and his country

are the best, the Frenchman is very proud of France and everything French. The Germans and Italians think no less of their countries and many Indians imagine that India is in many ways the greatest country in the world. This is wrong. Everybody wants to think well of himself and his country. But really there is no country which is not partly good and partly bad. We are, of course, most concerned with our own country, India. Unhappily, it is in a bad way today. Most of our people are poor and unhappy. They have no joy in their lives. We have to find out how we can make them happier. We have to see what is good in our ways and customs, and try to keep it, and whatever is bad we have to throw away. If we find anything good in other countries, we should certainly take it.

Questions :

- (1) What do the people of every country imagine and how far is it correct ?
- (2) People from how many countries are mentioned in the paragraph ?
- (3) Would you say that the writer is an open-minded person ?
- (4) Do you generally agree with his views ?

5×2=10

III. Write a letter to your uncle requesting him to bring an I-pad for you from Australia. Explain why you need it and how you would make use of it.

OR

You have received from your suppliers some paper in a damaged condition. Write to them a letter of complaint emphasising the need of greater care in filling the orders.

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IV. Write a public notice informing about the merger of the companies – Modi Xerox Financial Services Limited and Xerox Modicorp Limited.

OR

On the basis of your reading of the passage make notes on it, in points only, using headings and sub-headings in the suitable format.

Buying your first bike is one of the most exciting things you will ever do. It's also one of the most worrying ! Buy the wrong bike and all your hard-earned savings will disappear. Buying a bike needs a lot of care !

The first thing to decide is whether you are going to buy a bike from a motorcycle dealer or straight from the owner. There are good points about both ways – and there are problems too.

Bikes are advertised privately in the local newspapers

and also in the motorcycle press. Because everyone who advertises a bike wants to sell it, the advertisements will make the bike sound as good as possible. Few people will tell actual lies but they might not tell the whole truth either. For example, someone might say in their advertisement that their bike is, "an excellent runner"—which means that the motor is in good condition. But they won't tell you that the bike needs new tyres or that the brakes are worn out. You will have to find that out for yourself. It would take a saint to tell you all the things which would make you not want to buy his machine—and not many saints ride bikes !

When you buy a bike from the owner, the responsibility for deciding its condition is entirely up to you. This means that you must really understand bikes, or have someone with you who is an expert, to be sure that the machine you are buying is a good one. The person selling the bike will probably give you a receipt which says, "Sold as seen and approved." This means that if you find anything wrong with the bike when you get it home, then it's tough luck. You have bought the bike and no matter what is wrong with it, you're stuck with it !

But there are advantages in buying a bike straight from the owner. If you understand exactly what you are doing, or have got someone with you who really knows

bikes, you can often get a real bargain. A person selling a bike privately does not have to make a profit, like a dealer, so he will usually ask less for his bike. Some people need money quickly, or get fed up with their bike and want a new one, and they will often sell their bikes cheap too.

So what do you look for when you are buying a bike? You really need to be an expert to be sure of what you are doing but even someone who has just started riding can get quite a good idea of what the bike is like—but you must take time to think about what you are doing.

The first thing to do is just to look at the bike and ask yourself, "Does this bike look as if it has been cared for? Does it look scruffy or has it been cleaned and looked after?" The appearance of the bike will tell you a lot about its owner.

Now, let's think about some of the more definite things to look for. If you follow these rules, you will at least look as if you are an expert and perhaps the seller will tell you things about the bike he would not normally have mentioned.

First, look at the wheels. Are the tyres bald or nearly worn out? If they are, they will be expensive to replace. Are the spokes loose? Does the wheel rim have any deep marks in it where it might have been damaged in an accident?

You can also tell whether a bike has been in an accident by looking at the indicators, the clutch and brake levers and the footrests. If any of these have been damaged, then the bike will have at least fallen over but it might also have been in an accident. If it has been crashed, then there is a good chance that the frame and suspension will have been weakened too. You don't want to be riding a bike which has been damaged like this.

The bike's owner will not let you ride the bike but you can check that all the gears are working by changing gear with the engine stopped and the bike on its centre-stand. Get a friend to move the back wheel a little bit between each gear change to let the gears engage. Go from first to fifth gear and then back again, counting the number of gear changes. Don't forget to find neutral, which comes between first and second gear.

Ask the seller to start the bike. It should start easily and the engine should run quietly. If it won't start for him,

you can bet your last penny it won't start for you, so stay away from it ! The engine should be quiet. If there are any funny noises coming from the engine, leave it alone. All bikes should be quiet and if the exhaust is noisy it will need replacing. Only idiots run bikes with noisy exhausts because unless the silencer is working properly, the engine can easily be damaged. Noisy exhausts are illegal too !

Next, check that the suspension is working smoothly by putting the front brake on and gently bouncing the bike up and down. The front forks should move smoothly, without any stiffness or clanking noises. Carefully bounce on the saddle to check the rear suspension. Always be careful and gentle when looking at someone else's bike or they might bounce up and down on you !

Check that all the electrical gear is working properly. The lights should work on main beam and dip and the horn should be clear. Put your hand over the headlamp when the engine is running and then switch on the lights. If they go much brighter as the engine is revved up, then the battery is probably in poor condition. New batteries are not very expensive but there could also be problems with the bike's generator and these can cost a fortune to repair. All these things will affect how much you pay for the bike. <http://www.gnduonline.com>

You don't have to pay the price the seller puts in the advertisement. Without being bad-mannered, you can point out the things which are wrong with the bike and ask him to reduce the price of the machine. If he won't then you can look at another bike. It's as simple as that.

You can do just the same thing when you buy a bike from a dealer. The only difference—and it is a big one—is that the dealer will have to tell you the truth about the bike. If he says the engine is in good condition, it has to be in good condition—by law. All dealers have to sell bikes which are of merchantable quality. This means that they have to do the job they are sold for. If you buy a bike from a dealer and when you take it home, you find something terribly wrong, then the dealer will have to repair the fault or give you back your money.

But the law is not the main reason a dealer will want to keep you happy. Unlike a private seller, the dealer wants you to come back and buy bikes from him again and again. Another reason for going to a dealer is that most of the people in the motorcycle business love bikes. They will want you to have a bike which will be safe and give you a lot of pleasure so that you will become a biker like them

(1) Put the verb into the correct form, present simple or past simple, active or passive :

(i) The company is not independent. It _____ (own) by a much larger company.

(ii) I was born in London but I _____ (grow up) in Canada.

(iii) Water _____ (cover) most of the earth's surface.

(2) Change the narration :

(iv) "I went to Bangalore", he said.

(v) Geeta says, "I will become a dancer."

(3) Put the verb into the correct form, past continuous or past simple.

(vi) We were in a very difficult position. We _____ (not/know) what to do.

(vii) How fast _____ (you/drive) when the accident _____ (happen) ?

(viii) When I was young, I _____ to be a pilot.

(4) Complete the sentences with *say* or *tell*

(in the correct form) :

(ix) _____ us about your holiday. Did you have a nice time ?

(x) Don't _____ anybody what I _____. It's a secret just between us.