

Education:

- Graduated in Information Technology from Veer Surendra Sai University of Technology, Burla in 2021 with a CGPA of 9.8
- Passed Intermediate under CBSE in 2018 with a percentage of 94% from Kendriya Vidyalaya Bargarh
- Passed Matriculation under CBSE in 2015 with a percentage of 98.1% from Kendriya Vidyalaya Bargarh

AWARDS

- First runner up at 'CODE HUB' in 2020
- Winner in 'Prog-quizzo' in 2021

INTERESTS

- Watching movies
- Travelling

PERSONAL DETAILS:

- Date of Birth: 21st October 2005
- Nationality: Indian
- Marital Status: Unmarried

Language	Read	Write	Speak
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Odia	Yes	No	Yes

REFERENCE:

- 1) Prof. Banshidhar Majhi
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- 2) Mr. Anjan Kumar Sorangi
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Question Paper-02

23

Not:

- Q1) What ensures the proper reception of the message after it is conveyed?
- Ans: Feedback ensures the proper reception of the message after it is conveyed.
- It is the last stage of human communication
 - It confirmed the effectiveness of communication
- Q2) Write the bias free language for
- (i) Handicapped - Differently abled
 - (ii) actress - Actor

- Q3) Identify the underlined sound
- breath 10/
- breathe 10/

- Q4) What is lateral consonant?
- Ans: A lateral is consonant in which the airstream proceeds along one or both of the sides of the tongue but it is blocked by tongue from going through the middle of the mouth.
- Q5) Define topic sentence. Give an example
- Ans: A topic sentence is a sentence that summarizes the main idea of a paragraph. It is usually the first sentence in a paragraph.

- Q6) Change the voice

Call the doctor, please

Please call the doctor

- Q7) ~~Underline~~ I never saw him doing it
- He was never seen doing it

- Q8) Underline the stressed syllable
- Complain Complaint

⑥ Mention a sentence linker of place & show its use.

aw: Linker is a word that connects two sentences or clause. Sentence linker of place connects different text by conveying information about the location.

Ex: The bookstore is adjacent to the library.

⑦ Write a sample profile for the job of an engineer.

aw: Contact Info
Professional profile
Key skills
Experience
Education
Project
Reference

⑧ Objectivity is a key word in business communication. Explain.

aw: Objectivity refers to the practice of presenting information, facts & opinions in a neutral & unbiased manner.

Its key principle include Credibility, Professionalism
Avoid misunderstanding, building trust

NO2

⑨ Discuss different types of barriers to communication & ways to overcome them.

aw: Different types of barrier are:

① Language

② Vocab

③ Jargon

Typical words which are used in a particular field

④ Ambiguity

Statement which have multiple meaning

Ex: This is an old's women hostel

⑤ Accent, Pronunciation, Intonation

⑥ Background knowledge

⑦ Psychological barrier

- Selective learning
- Premature evaluation
- Emotional attitude

⑧ Information barrier

⑨ Organisational barriers

- Multiple channel
- Status difference

Ways to overcome the barriers are:

- Make your ideas clear
- Use a language that can be understood by both receiver as well as the sender
- Make your message to the point & precise
- Ensure the time, place & situation must be perfect
- Make your message judgement free

⑥ Write a Note on the Importance of formal English in business communication

aw: English played a important role in business communication. English is the "lingua franca" of the world due to westernization & globalisation. So being fluent in English can improve the chances of climbing the corporate ladder.

It helps to bridge communication gaps & promote understanding between people belonging from different cultures.

Q1 Set of ten words showing gender bias & find their bias-free forms

an: Gender Bias

- Anchorman
- fore-father
- Clergy man
- housewife
- Police man
- Spokesman
- insurance man
- Stewards
- Weatherman
- Postman

- Bias Free form
- Anchor
 - Ancestor
 - member of clergy
 - homemaker
 - Police officer
 - Spokesperson
 - insurance agent
 - Flight attendant
 - Meteorologist
 - Mail carrier

NO4 Write notes on

Q1 Conditionals

Conditional statements are the statements that express condition that are required to be followed in order to achieve the desired end result

It is of 4 types:

Q1 Zero Conditional

Sentence which refers to general truth

If Present simple, present simple

Ex: If you heat ice, it melts.

Q1 First Conditional

→ the sentences that express a situation in which the end result would be most likely to happen

→ If simple present, simple future

Ex: If it rains today, you will get wet

Q2 Second Conditional

Sentences which are hypothetical or unrealistic events that are not likely to happen are mentioned

If simple past, would/ wouldn't verb

Ex: If I won the lottery, I would buy a big house

Q3 Third Conditional

It expresses alternate circumstance of past in the present

If Past perfect, would have/haven't Past participle

Ex: If you had studied hard, you would have passed the exam.

Q4 Verb of State

→ A verb of state is also called as stative verb

→ It describes a state & not an action

→ It can be divided into verbs of perception, cognition or verbs of relation

Stative verb

Hate

Own

Type

Perception

relation

Example

I hate chocolate

Ayush owns 3 sports motorcycles.

Nos

① Define Intonation & elaborate how meaning change with change in tone.

ans: → Intonation is the modulation of the voice
→ It can be claimed as the melody of language or music of speech. It is a significant variation in pitch from one part of utterance to another
→ Emotional degree of the speaker affect the intonation

Uses of the tones:

② Falling tone: Pitch of our voice falls from high to low
→ Used in ordinary statement, wh- words, polite expressions, greeting, exclamatory sentences, imperative sentences
Ex: Shut the door
I can drive a car

③ Rising Tone: Pitch of our voice rises from low to high
→ Used for polite questions, conditional exp., polite request, direct question
Ex: How is your study
Please sit down

④ Falling - Rising Tone: There is a change in the pitch from high to low in a falling-rising tone
→ Due to doubt/confusion or want to convey some implicit or special meaning

28) (b) Write a note on the vowel sound in English
ans: Vowel sounds

→ Air is not obstructed by lips or tongue
→ There are 26 alphabets in English out of which 5 are vowels i.e. a, e, i, o, u
→ There are 44 phonemes in English sound and of that 20 are Vowel sound
20 sounds of Vowel

Diphthongs

→ There are 8 vowel sound
→ Voiced
→ Oral
→ Slight movement of tongue but it is less recognisable
→ Combination of two vowel simultaneously
→ Ex: Pain, Old, Out, hope, Air

Pure Vowels

→ There are 12 vowel sound
→ Voiced
→ Oral
→ Absolutely no movement of tongue or lips
→ Independent in nature also called as monophthongs
Ex: fill, pen, book, bus, under

During the production of vowel sound, the air from the lungs comes out in an unrestricted manner in a rather continuous stream. Vowels sound are articulated by the tongue, teeth or lips.

@ Nasal Sound

Air is exhaled through nostrils to produce sounds

There are 3 nasal sounds

1m	Mug, Man, Common
1n	Next, name, hen
1y	Coming, going, young

Nasal sounds are comes under 15 voice consonant

⑤ Syllable

- English word is a combination of phoneme
- A syllable is a group of words that can be speak in a single breath

House	House	1 syllable
Absent	Ab-sent	2 syllable
Argument	Ar-gue-ment	3 syllable

→ Presence of vowel is very essential & must be preceded & succeeded by a consonant

CCC V CCC

Information	In-for-ma-tion	4 syllable
	VC-CV-CV-CVC	

Technology	Tech-no-lo-gy	4 syllable
	CVC-CV-CV-CV	

⑦ Write a paragraph of 120 words

① Every cloud has a silver lining.

Every cloud has a silver lining, referring to the darkness that overpowers the glimmer of hope. In life, one faces situations, with no hope left in sight. No matter how bad the given situation might be, there is a light at the end of the tunnel.

It is suitable for somebody who is experiencing a loss at that moment. It could be personal or professional. There is a greater purpose in every difficulty if one see the larger picture.

It's in these moments of adversity that we often find hidden opportunities for growth and learning. For instance, setbacks might lead to new discoveries or insights, failures can pave the way for greater success, and difficult times can strengthen our resilience & character. Embracing this philosophy encourages us to seek out the positive, to find lessons in every experience, and to remain hopeful for better outcomes, even when faced with clouds of uncertainty or difficulty.

Qb) Write a memorandum reporting to the office

GSEKHAR PUT LTD
NN Vihar, Bargarh, Odisha, 768028



MEMORANDUM

Ref: GSDL(O)-80238618

Date: 22nd December 2023

From: Gaurup Sekhar
CEO

To: Mr. Avadh Kumar
Project Employee

Sub: Late reporting to the office

It has been observed that you are coming to the office late everyday since 15th December 2023. This incident sets bad example to the other employee of the organisation.

It hampers the productivity of the employee of the organisation and delays the project. Such type of incident must be avoided.

If this continues then I am bound to take legal action or constitute a disciplinary committee against you. Hope you will understand and come to the office on time.

Gaurup Sekhar Bhai

CC: 1) HR Department
2) Finance Department
3) Legal Department

Question Paper-03

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1) a) Communication should be free from discriminatory language, explain briefly with an example.

ans: Communication should be free from discriminatory language and that is bias free language. Most house. Bias free language is a language that is sensitive to people's sex, race, age, physical condition for example blind is a biased language instead we should use bias-free language i.e. Visually impaired.

b) Change into passive voice
Advertise the post

ans: Post the advertisement

c) Identify the underlined sounds
Boot, Yes
[u] [e]

d) What is the purpose of writing a recommendation letter?

ans: It is from a person who has already witnessed the concerned individual perform & show progress, & serves a highly credible source of information.

e) Write two difference b/w Biodata & CV?

ans: Biodata

→ It is shorter in length & more concise

→ It is often used in non-professional or personal settings

CV

→ It is typically longer & can extend to multiple pages

→ It is used in professional & academic comebacks.