

Q. 1.A. Punctuate the following passage. (5 marks)

you may possess good language skills and know how to express yourself in the language but without the knowledge of punctuation marks your skills especially written is incomplete a piece of writing which does include punctuation marks is difficult to read as compared to a piece of writing which carries proper punctuation marks at the right places to make an impact on the examiner it is important for you to take care of these little marks to come across as a serious and professional writer ignoring the significance of them results in distorting the meaning and the reader on the other hand finds it difficult to understand the intended meaning no one is responsible for any such misunderstanding but you

B. Rewrite the following passages, converting what is in direct speech into indirect, and what is in indirect speech into direct. (5 Marks)

John: Hey, Exams are really stressing me out.

Bob: Telling me about it! I, too, even can't seem to concentrate, and I don't even know where to start studying.

John: The same here and I know the pressure is because I did delay many things earlier.

Bob: No way! How could you do this? You always been so focused and committed, haven't you been?

John: Well, I don't know but I been struggling with procrastination.

Bob: Forget man, how about we do a group study with Denny?

John: I guess it's a good idea! Let's talk to him or you just talk first. Meanwhile, I just get ready to go.

Q2. Change the Voice of ALL of the following sentences: (10)

- i. The renowned author had just finished writing the epic novel.
- ii. The manager might have overlooked the critical details.
- iii. A new element is believed to have been discovered by the scientist.
- iv. The board of directors will need to make a difficult decision.
- v. The championship should have been won by the team this year.
- vi. The archaeologist uncovered the ancient artifacts in the desert.
- vii. The code for the application has already been written by the software developer.
- viii. The court may impose a heavy fine on the company for environmental violations.
- ix. Beethoven's Symphony is being performed by the orchestra tonight.
- x. The government had approved the construction of a new airport.

Q3. Use FIVE of the following pairs of words in sentences of your own to bring out the difference in words: (10)

- a) Sink, Drown
- b) Complaisant, Complacent
- c) Urbane, Urban
- d) Official, Officious
- e) Apposite, Opposite

- f) Cession, Session
- g) Barbarism, Barbarity
- h) Ardor, Order
- i) Concur, Conquer
- j) Edict, Addict

Punctuation (Q1)

You may possess good language skills and know how to express yourself in the language, but, without the knowledge of punctuation marks, your skills, especially written, is incomplete. A piece of writing which does include punctuation marks is difficult to read as compared to a piece of writing which carries proper punctuation marks at the right places. To make an impact on the examiner, it is important for you to take care of these little marks, to come across as a serious and professional writer. Ignoring the significance of them results in distorting the meaning and the reader. On the other hand, finds it difficult to understand the intended meaning. No one is responsible for any such misunderstanding but you.

Q2 Direct \Rightarrow Indirect

John: Exclaimed with surprise that exams were really stressing him out.

Bob: Telling me about it! He, too, even couldn't seem to concentrate, and he didn't even know where to start studying.

John: The same there and he knew the pressure was because he had delayed many things earlier.

Bob: No way!

Precis

this is written in the form of a paragraph
not line to line punctuation marks

Title:- Importance of
in writing

$$\frac{121}{3} = 4$$

F
Q3 Passive Voice

- ① The epic novel had been just finished by the renowned author ✓
- ② The critical details ^{might} have been overlooked by the manager ✓
- ③ No change - Already in passive voice
A new element is believed to have been discovered by the scientist ✓
- ④ A difficult decision will be needed to be made by the board of directors ✓
- ⑤ The championship should have been won by the team that year ✓
- ⑥ The ancient artifacts in the desert were uncovered by the archaeologist ✓
- ⑦ No change - already in passive form ✓
- ⑧ A heavy fine on the company might be imposed by the court for environmental violations ✓
- ⑨ Beethoven's Symphony was being performed by the orchestra that night ✓
- ⑩ The construction of a new airport had been approved by the government ✓

Use of words

24

(1) Sink *The* stone sinks in water.

Down Alia is drowning in the river.
let's save her.

(2) Urban Urban life is busy life.

Urbane He seemed ^{an urbane} charming ^{and} manners.

(3) Opposite He sat opposite me.

Apposite Her remarks are extremely apposite to the present discussion.

(4) Order She ordered me to shut the door.

Arduous She speaks persuasively and with arduous.

(5) Addict A few in this generation are heroin addicts.

Edict The festival was banned by royal edict.

(6) Barbarity The barbarity of the attack was horrifying.

Barbarism The barbarism of his dictatorship cannot be ignored.