

**WRITTEN EXAMINATION FOR THE POST OF PERSONAL ASSISTANT**

निजी सहायक के पद के लिए लिखित परीक्षा

**General English**

सामान्य अंग्रेजी

**Time Allowed: 1 & ½ hours**

स्वीकृत समय: 1 & ½ घंटे

**Total Marks: 50**

कुल अंक: 50

**Date : 16<sup>TH</sup> December, 2015**

दिनांक: 16<sup>TH</sup> दिसम्बर, 2015

**Note: All Questions are Compulsory.**

नोट: सारे प्रश्न अनिवार्य हैं

1. Write a précis of the following passage in your own words in about 50 words and give a suitable heading.

A man may usually be known by the books he reads, as well as by the company he keeps for there is a companionship of books as well as of men; and one should always live in the best company whether it be of books or of men.

The blessings which the reading habit confers on its possessor are many provided we choose the right kind of books. Reading gives the highest kind of pleasure. Some books we read simply for pleasure and amusement-for example, good novels. When we are tired, or the brain is weary with serious study, it is a healthy recreation to lose ourselves in some absorbing story written by a master hand.

A good book may be among the best of friends. It is the same today that it always was, and it will never change. It is the most patient and cheerful of companions. It does not turn its back upon us in times of adversity or distress. It always receives us with the same kindness, amusing and instructing us in youth and comforting and consoling us in age.

**(8 marks)**

2. Write a letter to the Director, Delhi Metro Rail Corporation Ltd, New Delhi requesting him to extend the services of Delhi Metro to Sonipat.

**(10 marks)**

3. Write a paragraph of about 200 words on **any one** topic:

- a) Corruption in India
- b) Merits and Demerits of science
- c) Rising Prices
- d) Pollution
- d) We should protect our environment

**(12 marks)**

4. Convert into indirect speech.

- a) He said, "Man is mortal."
- b) Sudha said to me, "Please help me."
- c) The teacher said, "They are very good players."
- d) He said to us, "Let us return."
- e) The teacher said to students, "Work hard and be regular."
- f) He said to the students, "Do not make a noise."

**(3 Marks)**

5. Fill in the blanks choosing correct word.

- a) \_\_\_\_\_ makes a man perfect. (Practice/Practise)
- b) He has \_\_\_\_\_ to be chairman of society. (cease/seize)
- c) You can show your \_\_\_\_\_ by fighting against injustice. (Metal/mettle)
- d) This rhyme is full of \_\_\_\_\_. (allusions/illusions)

**(4 Marks)**

6. Correct the following sentences.

- a) He has read almost each book of the library.
- b) I am fifty year.
- c) She is the older of the two sisters.
- d) The Taj Mahal is a worth seeing building.
- e) We shall see him after the dinner.
- f) I am living in Delhi.

- g) My father is in the teaching line.
- h) These news were broadcasted from All India Radio yesterday.
- i) The older temple in Delhi is near the Red Fort.
- j) Shanker is greater than any philosopher.
- k) The aircraft was overloaded, there was something wrong of the battery and the engine was making and awful noise.
- l) The condolence messages received on the death of Mrs. Gandhi speaks highly of her greatness.
- m) Gymanstics are my favourite sport.

**(13 marks)**