



Bhartiyam International School

Pre-Mid Term Assessment (2022-23)

Subject: English (Set B)

Class: XI

Date: 01/08/2022

M.M: 40

Name: _____

Roll No: _____

Duration: 90 Mins

General Instructions

- This paper consists of SIX QUESTIONS. All questions are compulsory.
- Separate instructions are given with each question, wherever necessary.
- Read these instructions very carefully and follow accordingly.
- Do not exceed the prescribed word limit while answering the questions.
- Paper presentation should be up to the mark.
- Mention the correct question number. Need not copy questions/captions and write answers only.

SECTION A : READING

1. Read the passage given below and answer the questions that follow

(8)

A good business letter is one that gets results. The best way to get results is to develop a letter that, in its appearance, style and content, conveys information efficiently. To perform this function, a business letter should be concise, clear and courteous.

The business letter must be concise: don't waste words. Little introduction or preliminary chat is necessary. Get to the point, make the point, and leave it. It is safe to assume that your letter is being read by a very busy person with all kinds of papers to deal with. Re-read and revise your message until the words and sentences you have used are precise. This takes time, but is a necessary part of a good business letter. A short business letter that makes its point quickly has much more impact on a reader than a long-winded, rambling exercise in creative writing. This does not mean that there is no place for style and even, on occasion, humour in the business letter. While it conveys a message in its contents, the letter also provides the reader with an impression of you, its author: the medium is part of the message.

The business letter must be clear. You should have a very firm idea of what you want to say, and you should let the reader know it. Use the structure of the letter—the paragraphs, topic sentences, introduction and conclusion—to guide the reader point by point from your thesis, through your reasoning, to your conclusion. Paragraph often, to break up the page and to lend an air of organisation to the letter. Use an accepted business-letter format. Re-read what you have written from the point of view of someone who is seeing it for the first time, and be sure that all explanations are adequate, all information provided (including reference numbers, dates, and other identification). A clear message, clearly delivered, is the essence of business communication.

The business letter must be courteous. Sarcasm and insults are ineffective and can often work against you. If you are sure you are right, point that out as politely as possible, explain why you are right, and outline what the reader is expected to do about it. Another form of courtesy is taking care in your writing and typing of the business letter. Grammatical and spelling errors (even if you call them typing errors) tell a reader that you don't think enough of him or can lower the reader's opinion of your personality faster than anything you say, no matter how idiotic. There are excuses for ignorance; there are no excuses for sloppiness.

The business letter is your custom-made representative. It speaks for you and is a permanent record of your message. It can pay big dividends on the time you invest in giving it a concise message, a clear structure, and a courteous tone

- A) Make notes on the given passage in any format, using abbreviations, Supply a suitable title also. (5)**
- B) Make a summary of the passage in not more than 50 words. (3)**

SECTION B : GRAMMAR AND WRITING SKILLS

- 2. Rewrite the following sentences, using proper form of the verbs.**
- a.** Their house is being renovated. So they (live) in a rented house. **(1)**
 - b.** There have been heavy rains so the Narmada (flow) pretty fast. **(1)**
 - c.** They (work) hard because they are paid well. **(1)**
- 3. Hotel Lake View, Udaipur, needs young and smart lady receptionists. Write an advertisement to be published in the 'Situation Vacant' column of a local newspaper. (4)**

SECTION C : LITERATURE

- 4. Answer ANY FIVE of the following questions in about 30 – 40 words. (3 × 5 =15)**
- a.** How did the old lady look after the narrator in the village?
 - b.** What made the grandmother unhappy in the city?
 - c.** Explain: "The sea holiday was her past, mine is her laughter."
 - d.** The poetess talks about a particular cardboard. How is it special to her?
 - e.** What did the narrator think of Mourad?
 - f.** What did Aram feel about Mourad's temperament?
 - g.** Comment on the poem 'A Photograph'

- 5. Answer ANY ONE of the following questions in about 80 – 100 words. (1 × 5 = 5)**

What makes the story 'The Summer of the Beautiful White Horse' interesting?

OR

What is the poem 'A Photograph' about?

- 6. Answer ANY ONE of the following questions in about 80 – 100 words. (1 × 5 = 5)**

Discuss the relevance of the title 'The Portrait of a Lady'

OR

Mourad showed a special concern for animals. Justify.