

**JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI**

WRITTEN TEST: GENERAL ENGLISH FOR THE POST OF STENOGRAPHER (15.12.2013)

Time: 3 hours

Max.Marks:100

Note: Answer all questions. Marks for each question are indicated alongside the question in brackets.

Q.1: Write an essay of about 300 words on any one of the following topics: (25)

- (a) Spreading Greenery for a Healthy Living.
- (b) Population Growth.
- (c) A Dream About My Future or My Ambition in Life.

Q.2: Make a précis of the following passage in about one-third of the length and give a suitable title. Also make sentences of your own of italicized words to indicate their meanings:(20)

The great advantage of early rising is the good start that it gives us in our day's work. The early riser has done a large amount of hard work before other men have got out of bed. In the early morning the mind is fresh, and there are few sounds or other distractions, so that work done at that time is generally well done. In many cases the early riser also finds time to take some exercise in the fresh morning air, and this exercise supplies him with a fund of energy that will last until the evening. By beginning so early, he knows that he has plenty of time to do thoroughly all the work he can be expected to do, and is not *tempted* to hurry over any part of it. All his work being finished in good time, he has a long interval of rest in the evening before the timely hour when he goes to bed. He gets to sleep several hours before midnight, at the time when sleep is most refreshing and after a sound night's rest, rises early next morning in good health and spirits for the labours of a new day. It is very plain that such a life as this is far more *conducive* to health than that of the man who shortens his *waking* hours by rising late, and so can afford in the course of the day little leisure for necessary rest. Anyone who lies in bed late, must, if he wishes to do a full day's work, go on working to a correspondingly late hour, and deny himself the hour or two of evening exercise that he *ought* to take for the benefit of his health. But, in spite of all his efforts, he will probably not produce as good results as the early riser, because he misses the best working hours of the day. It may be objected to this that some find the perfect *quiet* of midnight by far the best time for working. This is no doubt true in certain cases. Several great thinkers have found by experience that their *intellect* is clearest, and they can write best, when they burn the midnight oil. But, even in such cases the practice of working late at night cannot be *commended*. Few men, if any, can exert the full power of their intellect at the time when nature *prescribes* sleep, without ruining their health thereby; and, of course, the injury done to the health must in the long run have a bad *effect* on the quality of the work done.

Q.3: Write a letter to the Chief Electoral Officer of your city suggesting various ways for ensuring free and fair election to the local municipal body.(10)

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Q.4: Write comparative and superlative degrees of the following: (5)

(a) Far; (b) In; (c) Up; (d) Merry; and (e) industrious.

Q.5: Change the following as directed in brackets: (5)

(a) Boy (adjective); (b) Tire (adjective); (c) Dirty (noun); (d) ceaseless (verb); and envious (noun).

Q.6: In the following sentences point out the Pronouns and say for what each stands. (10)

- (a) If the thief is caught, he will be punished.
- (b) Karim has lost his bag and cannot find it.
- (c) There were doors all around the hall, but they were all locked.
- (d) Birds build their nests in the trees.
- (e) Suresh is at the head of his class, for he studies hard.

Q.7: Fill in the blanks with suitable relative Pronouns: (5)

- (a) We always like the boys _____ speak the truth.
- (b) She has gone to Chennai, _____ is her birthplace.
- (c) He is a man, _____ you can trust.
- (d) Is this the street _____ leads to the stadium.
- (e) Listen to _____ I say.

Q.8 Write down plurals of the following words: (5)

(a) Fish; (b) syllabus; (c) news; (d) honorarium; and (d) country.

Q.9: Punctuate the following using capital letters where necessary. (5)

One day walking together up a hill I said to manoj do you not wish yourself to be in your own country again yes he said what would you do there said I would you like to stand in a queue to obtain your needs he looked full of concern and shaking his head no no

Q.10: Change the voice in the following sentences: (10)

- (a) I swept the recitation room three times.
 - (b) Satish was feeding the sparrows.
 - (c) Our team may win the match.
 - (d) My brother has completed the work.
 - (e) The engineers located the fault in the machine.
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