



Date : 18-06-2022

Dept. No.

Max. : 100 Marks

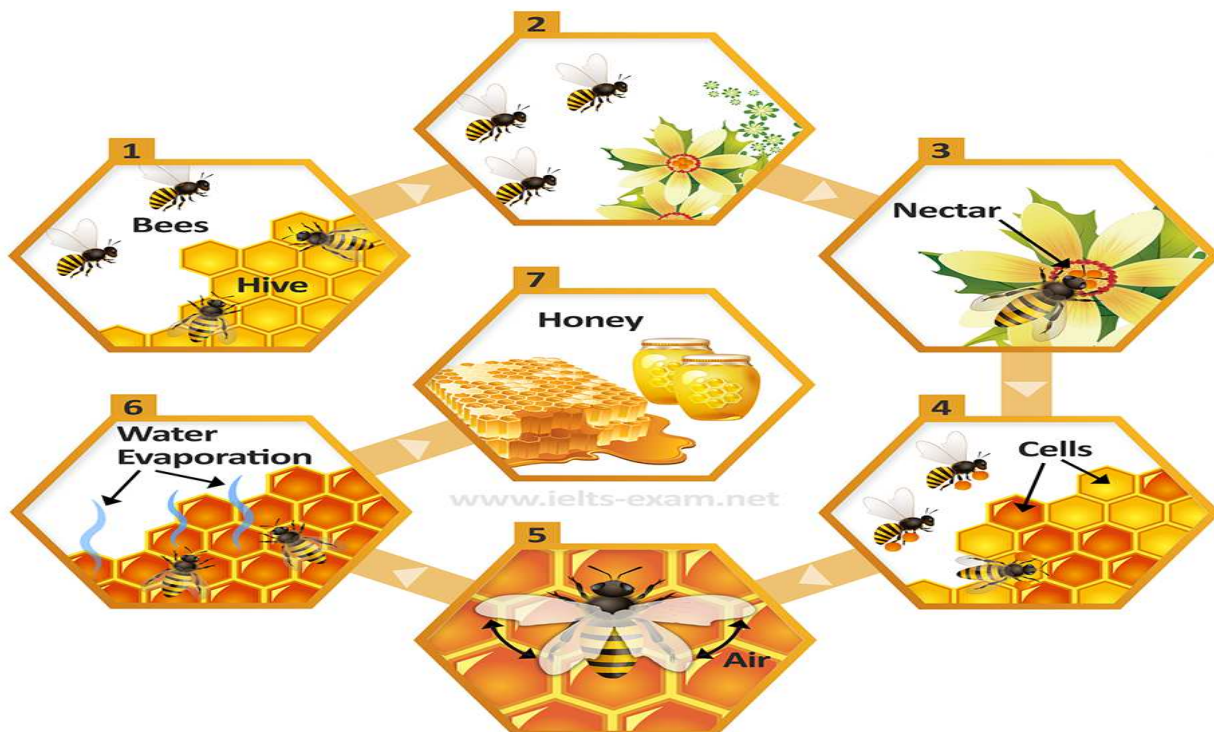
Time : 09:00 AM - 12:00 NOON

INSTRUCTIONS:

- 1) Read the question paper thoroughly.
- 2) All questions to be answered.
- 3) Marks will be deducted for spelling and grammatical mistakes.

Part A

1. The diagram illustrates how bees produce honey. Summarise the information by selecting and reporting the main features, and make comparisons where relevant. Write at least 150 words. (20 marks)



Nectar: a sweet liquid produced by flowers

Hive: a container where bees live

Evaporation: water changing to gas

Write at least 150 words.

### **Part B**

2. Write an email to the HR officer of a hotel seeking permission to intern at their establishment. (30 marks)

The email must include:

- what the internship entails for the first year of your course and why,
- details of what is expected by the faculty from the internship,
- and which departments that you are interested in working in the establishment.

### **Part C**

3. Write about the following topic:

Information technology enables many people to do their work outside their workplace (e.g. at home, when travelling, etc.).

Do the benefits of this mobility outweigh the disadvantages?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

**(20 marks)**

4. Choose any two modes or means of communication:

- 1) Video conferencing
- 2) Holograms and radar
- 3) Face to face communication
- 4) Social Media

a) Explain what the means of communication is with short notes.

b) Write the advantages and disadvantages of using the means of communication.

**(15+15= 30 marks)**

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