

## **SOLUTION PTU QUESTION PAPER (MAY 2024)**

### **SECTION-A**

#### **1. Write short notes on:**

(i) **Antonyms:** Confident: insecure, doubtful, uncertain

Decipher: encode, scramble, encrypt

(ii) **Synonyms**

Courtesy: politeness, respect

Demolish: destroy, wreck

(iii) **Coherence** refers to the logical organization of ideas in a text. It ensures sentences and paragraphs flow smoothly, with clear connections between them. This allows the reader to follow the writer's argument or narrative effortlessly.

(iv) **Words with Prefix "pre"**

Predict

Preview

(v) **Words with Suffix "ful"**

Joyful

Hopeful

(vi) **Full Forms of Abbreviations**

UNDP: United Nations Development Programme

GDP: Gross Domestic Product

(vii) **Correct the Following Sentences**

(a) Rahul went to school despite having a fever.

(b) I haven't seen Susan for six years.

(viii) **Punctuate**

(a) We had a great time in France. The kids really enjoyed it.

(b) Some people work best in the mornings; others do better in the evenings.

**(ix) Redundancies:**

Redundancies occur when words or phrases are unnecessarily repeated or add no additional meaning to a sentence. They make writing less clear and more cumbersome. Avoiding redundancies helps in making writing more concise and effective.

For example:

"She entered into the room" can be simplified to "She entered the room."

"In my personal opinion" can be reduced to "In my opinion."

**(x) Subject-Verb Agreement:**

Subject-verb agreement refers to the grammatical rule that the verb must agree in number with its subject. This means:

Singular subjects take singular verbs.

Example: "The cat runs fast."

Plural subjects take plural verbs.

Example: "The cats run fast."

## **Section B**

### **2 Write an Essay on “ Social Media” and “Global Warming”.**

#### **Global Warming**

Global warming is an urgent and critical issue that threatens the balance of our natural world. It refers to the long-term rise in Earth's average temperature, primarily due to the increase in greenhouse gases like carbon dioxide (CO<sub>2</sub>) and methane (CH<sub>4</sub>) in the atmosphere. These gases trap heat from the sun, creating a "greenhouse effect" that results in higher global temperatures.

One of the main drivers of global warming is the burning of fossil fuels such as coal, oil, and natural gas for energy. Deforestation and industrial activities also contribute significantly to the problem. The consequences of global warming are far-reaching and severe. Rising temperatures lead to melting ice caps and glaciers, which in turn cause sea levels to rise, threatening coastal communities and ecosystems. Extreme weather events, such as hurricanes, droughts, and heatwaves, are becoming more frequent and intense, causing widespread damage and suffering. The impact of global warming on biodiversity is profound. Many species are unable to adapt

quickly enough to changing conditions, leading to shifts in ecosystems and, in some cases, extinction. Coral reefs, which are highly sensitive to temperature changes, are bleaching and dying off at alarming rates, endangering marine life that depends on them.

Addressing global warming requires concerted global efforts. Reducing greenhouse gas emissions is crucial. This can be achieved through transitioning to renewable energy sources like wind, solar, and hydropower, improving energy efficiency, and adopting sustainable practices in agriculture and industry. Reforestation and afforestation efforts can help absorb CO<sub>2</sub> from the atmosphere, mitigating some of the damage already done. Public awareness and education about global warming are essential to drive change. Individuals can contribute by making environmentally conscious choices, such as reducing energy consumption, recycling, and supporting policies and initiatives aimed at combating climate change. By working together, we can mitigate the effects of global warming and protect our planet for future generations.

## **Social Media**

Social media has revolutionized the way we communicate, share information, and interact with the world around us. Platforms like Facebook, Twitter, Instagram, and TikTok have become integral parts of our daily lives, influencing various aspects of society, from personal relationships to global movements. One of the most significant impacts of social media is its ability to connect people across the globe instantly. It has made it easier to maintain relationships, share experiences, and stay informed about friends and family, regardless of geographical distance. Social media platforms also serve as powerful tools for networking and professional development, allowing individuals to build and expand their professional circles, share their work, and discover new opportunities.

Moreover, social media has democratized information dissemination, giving a voice to individuals and groups who might otherwise be marginalized. Activism and social movements have found a strong foothold on these platforms. Hash tags and viral campaigns can raise awareness about important issues, mobilize supporters, and drive social and political change. Examples include the #Me-too movement and climate change activism spearheaded by figures like Greta Thunberg. However, social media also presents significant challenges and risks. The spread of misinformation and fake news is a major concern, as false information can be rapidly disseminated, leading to confusion and mistrust. Cyber bullying and online harassment are prevalent issues that can have severe psychological effects on victims. Additionally, the addictive nature of social media can lead to decreased productivity, increased anxiety, and other mental health issues.

Privacy is another critical concern. Users often share personal information without fully understanding the implications, leading to potential data breaches and exploitation by malicious actors. Social media companies also face scrutiny over their data handling practices and the ethical implications of their algorithms, which can create echo chambers and reinforce biases.

Despite these challenges, social media remains a powerful force in modern society. Its ability to connect, inform, and mobilize people is unparalleled. By promoting digital literacy, fostering respectful online behavior, and implementing robust privacy protections, we can harness the positive aspects of social media while mitigating its negative impacts, creating a more informed and connected world.

### **3. Draft a Business letter enquiring about rates of different Furniture items.**

Shah Pvt. Ltd.

December 29, 2023

The Manager

Sharma Office Supplies

Amritsar

#### **Subject: Inquiry about Rates for Furniture Items**

Dear Sir,

I hope this letter finds you in good health. I am writing on behalf of Shah Pvt. Ltd., a prominent company based in New Delhi. As we are in the process of furnishing our newly expanded office space, we are interested in exploring the range of office furniture offered by Sharma Office Supplies.

We would like to inquire about the rates for the following furniture items, including any available options for customization:

<b>Item s</b>	<b>Features</b>	<b>Quantity</b>
Ergonomic Office Chairs	Mesh back, adjustable arms	20
Conference Table                      Large	Large, rectangular, seats	10
File Cabinets	4-drawer, lockable	14
Reception Desk	Modern design, with countertop	10
Executive Desks	L-shaped, with drawers and keyboard tray	10

Could you please provide us with the following details?

- Unit prices for each item
- Any bulk purchase discounts available
- Customization options and associated costs
- Payment terms
- Estimated delivery time to our New Delhi office

We have heard commendable reviews about your products and services and are looking forward to possibly establishing a business relationship with your esteemed company. Your prompt response will be highly appreciated as we aim to finalize our purchase decisions soon.

Thank you for your attention to this matter.

Yours truly,

Amit Sharma

Procurement Manager

Shah Pvt. Ltd.

#### **4. Write a Note on “Writing Introduction”**

Writing an introduction is crucial as it sets the stage for your essay. Start with a hook, such as a surprising fact, a quote, or a question to capture the reader's interest. Provide necessary background information to give context and explain the topic's relevance. Clearly state your thesis, the central argument of your essay, ensuring it is specific and concise. Outline the main points you will discuss to give the reader an idea of the structure and direction of your essay. Keep the introduction brief and focused, avoiding unnecessary details. A well-crafted introduction grabs attention, provides context, and sets up your argument effectively, making it easier for the reader to follow and understand your essay. By adhering to these steps, you can create a compelling and informative introduction that paves the way for a strong, cohesive paper.

#### **5. Make a Precis of following passage**

Political education prepares citizens to take informed, responsible, and sustained action for participation in the national struggle to achieve socio-economic objectives. In India, these objectives include abolishing poverty and creating a modern, democratic, secular, and socialist society, replacing the traditional, feudal, hierarchical one. Under colonial rule, Congress leaders argued that political education was essential, rejecting the separation of education and politics. However, post-independence, they adopted policies that separated education from politics,

leading to increased political interference in education. Different parties now vie to influence teachers and students, resulting in indoctrination rather than genuine political education. This interference by political entities for their own motives undermines true political education and social transformation.

### **Section C**

**6. Elaborate Benefits of Classifying and Defining:** Classifying and defining offer numerous benefits and essential features that enhance understanding and communication. By providing clear and consistent meanings, definitions reduce ambiguity, ensuring that everyone comprehends concepts similarly. Classification organizes information into categories, making it easier to learn, remember, and retrieve, which aids in connecting related concepts for deeper understanding. Accurate definitions also play a crucial role in problem-solving by correctly identifying issues and applying suitable solutions based on category-specific knowledge.

In research and analysis, classification systems efficiently manage large data sets and facilitate the comparison of different entities. This systematic approach, often involving hierarchical structures and specific criteria, ensures consistency and reliability. Definitions and classifications set clear criteria for decision-making, enabling prioritization based on well-defined categories. Moreover, a shared language derived from these processes enhances collaboration across diverse groups, promoting standardization.

Flexibility is another key feature, allowing classifications to be updated with new information and applicable to various scales. By bringing order to complexity, classifying and defining make information more accessible, understandable, and usable in practical scenarios.

### **7. Questions and Answers:**

(i) What is expected of a successful and wealthy businessman?

A successful and wealthy businessman is expected to lead a luxurious life and be lavish with his hospitality. If he is not, he is considered mean, and his reputation in business may even suffer.

(ii) What does "lavish with hospitality" mean?

"Lavish with hospitality" means being very generous in entertaining guests, often providing them with abundant food, drink, and other comforts.

(iii) What is the paradox?

The paradox is that a wealthy person, who is expected to be extravagant, would never have become wealthy if they had not been careful with their money in the first place.

(iv) **Give the central idea of the passage.**

The central idea of the passage is the differing societal expectations and values regarding extravagance and thriftiness based on one's social and economic status. While the wealthy are expected to be lavish and may suffer in reputation if they are not, those with lower incomes are praised for their carefulness with money to the point of meanness, as paying bills is considered a virtue. The passage also touches on the author's personal experience of fluctuating between extravagance and thriftiness based on their financial situation.

## **8. Report on Annual General Meeting**

The Technical Head

Indian Environmental Research Department

New Delhi

12th January 2024

The Director

Indian Meteorological Organization

Mumbai

Subject: Report on the Annual General Meeting

Sir,

With reference to the above-mentioned subject, I am pleased to submit the report on the Annual General Meeting (AGM) of the Indian Meteorological Organization held on [Insert Date]. This report provides a comprehensive overview of the proceedings, discussions, and decisions made during the meeting.

### **Introduction:**

The AGM took place at our New Delhi headquarters, commencing at 10:00 AM. The meeting was presided over by the Chairman, Mr. John Doe. A quorum was established with [insert percentage] of shareholders and stakeholders present in person or by proxy. The agenda covered key organizational matters including financial performance, director elections, and strategic initiatives.

### **Findings:**

**Approval of Previous Minutes:** The minutes of the last AGM, held on [Insert Previous AGM Date], were reviewed and approved without any amendments.

**Financial Performance:** Ms. Jane Smith, Chief Financial Officer, presented the audited financial statements for the fiscal year ending 31st March 2023. Highlights include:

Total Revenue: \$15.2 million

Net Profit: \$3.8 million

Earnings per Share: \$1.45

The financial performance was deemed satisfactory, and the financial statements were approved by the attendees.

**Dividend Declaration:** The Board proposed a final dividend of \$[insert amount] per share, which was approved by the shareholders.

**Director Elections:** The meeting included elections for directors retiring by rotation. The following individuals were re-elected:

Mr. James Brown

Ms. Linda Green

**Appointment of Auditors:** The re-appointment of ABC Auditors was approved, along with their fixed remuneration for the upcoming fiscal year.

**CEO's Report:** Mr. Mark Johnson, CEO, delivered an insightful report on:

Recent strategic initiatives and achievements

Expansion into new markets

Progress in sustainability and corporate social responsibility

**Shareholder Queries:** A question and answer session allowed shareholders to discuss various concerns and seek clarification on the company's future strategies and operations.

**Special Resolutions:** Several special resolutions were passed, including amendments to the articles of association and authorization for the Board to issue additional shares if necessary.

### **Conclusion:**

The AGM was conducted smoothly with all major agenda items addressed. The management's performance and strategic direction received positive feedback from shareholders. The resolutions passed reflect a commitment to ongoing growth and operational excellence.

The report is submitted for your review and further action as required.



**Report Prepared by:**

Technical Head

Indian Environmental Research Department

Date: 12th January 2024

**9. Draft a Resume/CV for the Post of an Engineer**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

**Objective:**

Dedicated and results-oriented Engineer with [insert number] years of experience in [specific field or industry], seeking a challenging position at [Company Name] to leverage my skills in [specific skills or technologies] to contribute to innovative projects and drive company success.

**Education:**

Bachelor of Science in Engineering

[University Name], [City, State]

Graduation Date: [Month, Year]

Master of Science in Engineering (if applicable)

[University Name], [City, State]

Graduation Date: [Month, Year]

**Professional Experience:**

[Job Title]

[Company Name], [City, State]

[Month, Year] – Present

**Designed and implemented [specific project or technology].**

Led a team of [number] engineers in developing [specific product or system].

Improved [specific metric, such as efficiency, performance, etc.] by [percentage or amount] through [specific action].

Conducted regular maintenance and troubleshooting of [specific equipment or systems].

[Previous Job Title]

[Previous Company Name], [City, State]

[Month, Year] – [Month, Year]

Managed [specific projects or responsibilities].

Collaborated with cross-functional teams to achieve [specific goals].

Utilized [specific software or tools] for [specific tasks].

Provided technical support and training to junior engineers.

**Skills:**

Proficient in [list relevant software, tools, and programming languages].

Strong understanding of [specific engineering principles or methodologies].

Excellent problem-solving and analytical skills.

Effective communication and teamwork abilities.

Project management experience.

**Certifications:**

Certified [relevant certification, e.g., Professional Engineer (PE), Six Sigma, etc.].

[Other relevant certifications].

**Projects:**

[Project Title]: Brief description of the project, your role, and the outcome.

[Project Title]: Brief description of the project, your role, and the outcome.

**Professional Affiliations:**

Member of [relevant professional organization, e.g., IEEE, ASME, etc.].

[Other affiliations].

**References:**

[Your Name]