

SOLUTION IKGPTU QUESTION PAPER (MAY 2025)

SECTION-A

I. Write briefly :

- a) Give synonym and antonym of Angry.

Synonym: Enraged

Antonym: Delighted

- b) Write full form of a.m. and https.

a.m. - Ante Meridiem

https. - Hyper Text Transfer Protocol Secure

- c) She is happyher victory, (fill in preposition).

About

- d) It's important to place modifiers close to words they modify. (Fill in articles)

The

- e) I will call you when I arrive. (Identify clause)

Adverbial subordinate clause

- f) Create antonyms of any two words using prefix "dis-".

Disagree (from agree)

Dislike (from like)

- g) Change any two words into adjective using suffix "-ful"

Hopeful (from hope)

Beautiful (from beauty)

- h) have tried, but few have succeeded. (use pronoun)

They

- i) She behave in a very modest manner. (Identify the error and correct it)

Correct sentence: She **behaved** in a very modest behavior.

- j) I saw the cat running down the street with a broken leg. (Place the modifier at correct place)

Correct sentence: **I saw the cat with a broken leg running down the street**

Section B

2. What is the importance of maintaining a consistent tone throughout a piece of writing?

Maintaining a consistent tone in writing is essential for clarity, credibility, and reader engagement. Tone refers to the writer's attitude or emotional quality conveyed through word choice, sentence structure, and style. A consistent tone ensures that the message is coherent and aligned with the purpose of the text - whether it is informative, persuasive, formal, or informal. For example, a formal academic paper should maintain a serious and objective tone throughout. If the tone shifts to casual or humorous suddenly, it can confuse the reader or undermine the writer's authority. Consistency in tone helps the audience stay focused on the content and trust the writer's intention. Moreover, it contributes to a smoother reading experience allowing readers to better connect with and understand the message being conveyed.

To sum up, consistency in tone ensures the content remains professional, clear, and aligned with the writer's purpose, resulting in better communication.

3. How can you ensure your writing is clear and concise?

Writing clearly and concisely is essential for effective communication. To do this, writers need to present their ideas simply and avoid unnecessary detail or repetition.

To ensure that writing is both clear and brief, consider the following strategies:

- Planning your main points before writing to keep your work focused.
- Choosing simple words over complicated jargon.
- Getting straight to the point and avoiding filler phrases.
- Breaking up long sentences to improve readability.
- Editing thoroughly to cut out redundant language.
- Using active voice, which is generally clearer and more direct.
- Avoiding repetitive statements; make your point once, clearly.
- Supporting ideas with specific examples to clarify meaning.

4. Write an introduction to a paper on "Use of Technology in Education System".

The integration of technology into the education system has brought about a fundamental transformation in how teaching and learning take place. Traditional methods once centered on chalkboards and printed textbooks are now being replaced with advanced digital tools such as smart classrooms, e-learning platforms, virtual simulations, and AI-based assessment systems. These technologies have made education more accessible, interactive, and tailored to individual learning needs, helping bridge gaps across geographical and socio-economic boundaries. Furthermore, they encourage the development of critical thinking, problem-solving, and independent learning skills among students. The role of educators has also evolved from being mere transmitters of knowledge to facilitators in a digitally enriched environment.

5. What are the standard formatting guidelines for academic papers?

For academic writing to be considered well-organized and professional, it must follow standard formatting guidelines. Though different citation styles like APA, MLA, and Chicago have their own specifics, the following elements are generally expected:

- Font: Times New Roman, 12 point is commonly preferred.
- Spacing: Use double-spacing throughout the document.
- Margins: Maintain 1-inch margins on all four sides.
- Alignment: Text should be aligned to the left, not justified.
- Title page: Include key details such as the paper's title, your name, and your institution, as required.
- Page numbers: Typically placed in the top-right corner or bottom center.
- Indentation: Start each paragraph with a half-inch indent.
- Citation: Follow the proper formatting guidelines for both in-text citations and references.

Adhering to these standards gives your work a polished look and reflects a strong commitment to academic excellence.

SECTION-C

6. Write a letter to your client informing him/her about the delay in delivery of assignment to them.

Tata Consultancy Pvt. Ltd.
Sea Wood Estate
Mumbai-983271
December29,2023

The Manager
Sharma Office Supplies
Amritsar-900743
9087512367

Subject: Notification of Delay in Assignment Delivery

Sir/Madam,

I hope this letter finds you well.

I am writing to inform you about a delay in the delivery of your assignment, originally scheduled for [original delivery date]. Due to [brief explanation – e.g., unforeseen circumstances, additional requirements, or workload adjustments], we will require additional time to complete the project to the high standards we strive to maintain.

We understand the importance of timely delivery and sincerely apologize for any inconvenience this may cause. We are working diligently to ensure the final product meets your expectations, and we anticipate delivering the completed assignment by [new expected delivery date].

Your understanding and patience are greatly appreciated. If you have any questions or wish to discuss this further, please do not hesitate to reach out.

Thank you for your continued trust in our services.

Warm regards,

Yours truly
[Your Full Name]

[Your Position]
[Your Company Name]
[Contact Information]

7. **Write an essay on any of the following :**

The Importance of Mental Health Awareness, Cultural Diversity and Its Influence on Society
or The Influence of Art and Literature on Society.

The Importance of Mental Health Awareness, Cultural Diversity, and Its Influence on Society

In the modern world, societies are becoming increasingly interconnected, multicultural, and complex. Within this evolving global context, two essential areas demand our attention: **mental health awareness** and **cultural diversity**. Understanding the importance of mental well-being and embracing cultural differences are not only necessary for individual growth but also critical to building a harmonious, productive, and inclusive society.

Mental health is a fundamental component of overall well-being. It influences how individuals think, feel, and behave, as well as how they cope with stress and relate to others. Despite its importance, mental health issues have often been stigmatized, leading many to suffer in silence. Raising awareness helps break this stigma, encourages early intervention, and promotes access to necessary support and treatment.

Educational campaigns, open conversations, and mental health resources in schools, workplaces, and communities play a key role in normalizing mental health discussions. When people feel safe to express their struggles and seek help, it reduces feelings of isolation and leads to healthier, more

resilient individuals. In turn, this strengthens society by reducing healthcare burdens, improving productivity, and fostering empathy among its members.

Cultural diversity refers to the presence of different cultural traditions, beliefs, languages, and practices within a society. It is a powerful asset that brings a variety of perspectives, talents, and experiences. Embracing diversity encourages innovation and creativity, as it challenges narrow thinking and promotes broader understanding.

In culturally diverse societies, people learn to appreciate differences, which can reduce prejudice and social tensions. Celebrating various cultures through festivals, education, food, and art helps build a more inclusive environment where everyone feels respected and valued. Furthermore, workplaces that prioritize diversity benefit from a richer talent pool, global insight, and increased adaptability.

Cultural background can significantly influence how mental health is perceived and addressed. In some cultures, discussing mental health openly is considered taboo, leading to under diagnosis or inadequate care. Culturally sensitive mental health services are crucial to ensure that everyone, regardless of their background, has access to effective support.

Healthcare providers, educators, and policymakers must be trained to understand cultural norms and communication styles to effectively reach and serve diverse populations. When mental health awareness is approached through a culturally competent lens, it leads to better outcomes and promotes equity in care.

Mental health awareness and cultural diversity are not isolated concerns—they are deeply interconnected and vital to the health and progress of any society. Promoting mental well-being while embracing and respecting cultural differences creates a stronger, more empathetic, and more united community. As the world continues to evolve, so must our efforts to foster understanding, support, and acceptance for all individuals, regardless of their mental health status or cultural background.

The Influence of Art and Literature on Society

Art and literature have long served as vital pillars of human civilization, shaping cultures, inspiring revolutions, and reflecting the values, struggles, and aspirations of society. From ancient cave paintings and epic poetry to contemporary novels and digital art, these forms of expression have not only documented the evolution of human thought but have also played active roles in influencing social change and individual behavior. Their impact is both subtle and profound, fostering empathy, challenging norms, and encouraging intellectual and emotional growth.

One of the most significant ways art and literature influence society is by reflecting the human experience. Authors and artists capture the emotions, ideas, and realities of their time, offering future generations insights into different historical and cultural contexts. For instance, Charles

Dickens' novels portrayed the harsh realities of industrial-era England, bringing attention to social inequalities and inspiring reforms. Similarly, Picasso's "Guernica" served as a powerful anti-war statement, encapsulating the horrors of conflict and igniting global discourse.

Moreover, literature and art often act as catalysts for social change. Movements such as the Harlem Renaissance or the Beat Generation used artistic expression to challenge mainstream values, promote marginalized voices, and push for social and political reform. Art and literature offer a space where controversial or suppressed ideas can be explored and communicated without the constraints of direct political discourse, thereby inspiring critical thinking and activism. Books like Harriet Beecher Stowe's *Uncle Tom's Cabin* or George Orwell's *1984* have left lasting impacts on public consciousness and policy.

Art and literature also nurture empathy and emotional intelligence. Through stories, poetry, paintings, and other creative works, individuals can see the world through others' eyes. This ability to connect with unfamiliar perspectives enhances understanding and compassion across cultural, racial, and ideological boundaries. In educational settings, incorporating literature and art into curricula helps students develop these humanistic qualities alongside academic knowledge.

Furthermore, the influence of art and literature extends into shaping cultural identity and preserving heritage. Folktales, myths, religious texts, and national literature help societies understand their origins, values, and beliefs. In times of turmoil or change, these cultural artifacts provide a sense of continuity and unity. They also serve as tools of resistance and survival, especially for communities facing oppression, as seen in the preservation of indigenous stories and traditions through oral and written forms.

In contemporary society, the role of art and literature continues to evolve. Digital media has expanded the reach and immediacy of artistic and literary works, allowing for more diverse voices to be heard and for global conversations to take place in real-time. Social media platforms, blogs, and online galleries have democratized the creation and consumption of art and literature, making them even more integral to daily life and social discourse.

In conclusion, art and literature are not merely reflections of society—they are active agents in its formation and transformation. They document history, challenge injustice, promote empathy, and enrich human understanding. As society continues to face complex challenges, the creative insights offered by artists and writers will remain essential to envisioning and building a more thoughtful, inclusive, and humane world.

8. **Make a precis of the following and give a suitable title:**

Title: The Power of Effective Time Management

Précis:

In a fast-paced world, effective time management is crucial for both individuals and organizations. It helps prioritize tasks, set goals, and use time efficiently. Tools like the

Eisenhower Matrix aid in focusing on important duties while routines reduce distractions. Good time management enhances productivity, lowers stress, and fosters a sense of control. Professionally, it improves teamwork and project success. Ultimately, strong time management skills lead to personal and professional fulfillment by promoting balance and informed decision-making.

9. **Read the following paragraph and answer the questions that follow:**

Comprehension Questions:

- a) **What is the primary cause of the current rapid changes in climate, according to the paragraph?**

Ans. The primary cause of the current rapid changes in climate is **human activities**, such as **burning fossil fuels** and **deforestation**.

- b) **List two effects of climate change mentioned in the text.**

Ans Rising sea levels
More frequent extreme weather events

- c) **What actions are suggested to address climate change?**

Ans. Actions suggested to address climate change include:

1. Transitioning to renewable energy sources
2. Enhancing energy efficiency
3. Implementing sustainable practices in agriculture and industry
4. Raising public awareness
5. Encouraging individual actions
6. Creating innovative solutions and policies through cooperation among governments, businesses, and individuals

- d) **How does the paragraph emphasize the importance of collective action?**

The paragraph emphasizes the importance of collective action by stating that **addressing climate change requires global cooperation**. It highlights that **governments, businesses, and individuals must work together** to create effective solutions and policies. This collective effort is necessary to transition to sustainable practices and build a more sustainable future, showing that no single group can tackle the issue alone.

- e) **What role do public awareness and individual actions play in combating climate change?**

Ans. Public awareness and individual actions play a **crucial role** in combating climate change. By being informed, individuals can make more sustainable choices, support eco-friendly policies, and adopt practices that reduce their environmental impact. These actions, when multiplied across societies, contribute significantly to mitigating the effects of climate change.