

English

Assignment 2

Mechanical Engineering II Semester (2019-2020)

Instructions

1. *The deadline for submission is 8.00 pm, 29.04.2020. Late submissions will not be evaluated.*
2. *The assignment carries 20 marks and all the questions are mandatory.*
3. *Submit the scanned copy through the e-mail ID: englishlnjpit@gmail.com on or before 8.00 pm, 29.04.2020*

Questions

I. Use appropriate conjunction (2 ½marks)

1. It is important to sanitize our hands_____ (and, or) stay away from gathering in groups.
2. We are maintaining social distance to prevent the spread of Corona_____ (but, and) the number of Covid patients are rising day-by-day.
3. _____(either, neither) you agree with wearing masks while in public_____ (nor, or) ready to take the risk of Corona infection.
4. India is trying hard to contain the spread of the virus _____ (but, or) a few people have died in India due to Covid-19,
5. (not only, neither) we have to complete our assignment _____ (nor, but also) we have to study for the examination _____ (so, yet) we can get good grades.

II. Apply the suitable article in the sentences given below (2 ½ marks)

1. Have you submitted _____ (a, the) assignment 1?
2. It is _____ (a, an) university decision to conduct the semester exam in July.
3. It is _____ (a, an) honor to fight against the spread of Corona virus, but _____ (a, an, the) virus is extremely contagious.
4. There are many Indians trapped in ____ (the, a, an, no article) US due to lockdown.
5. Do you still live in _____ (the, an, no article) Chapra?

III. Describe what is a circular and discuss the importance and advantages of it. (5 marks)

IV. What are different types of memorandum? (5 marks)

V. Describe different types of reports. (5 marks)