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BPOI-006

**DIPLOMA IN BUSINESS PROCESS
OUTSOURCING-FINANCE AND
ACCOUNTING/CERTIFICATE IN
COMMUNICATION AND IT SKILLS
(DBPOFA/CCITSK)**

Term-End Examination

December, 2025

**BPOI-006 : ENGLISH COMMUNICATION
SKILLS**

Time : 3 Hours

Maximum Marks : 65

Note : *Attempt all questions. Question Nos. 1 to
5 carry 10 marks each. Question No.
6 carries 15 marks.*

1. Read the passage given below and answer the questions that follow :

Kuhanriawali, a village in the Fazilka district of Punjab, has become a trendsetter in expanding forest cover. As of 2021, according to data from the Forest Research Institute, the district had just 1.34 per cent forest cover, one of the lowest in the state. The district administration initiated a project called “My village, my forest” in October 2021.

The idea was to utilize unused land in the village and develop a “forest” by applying the so-called Miyawaki method. In less than a year, the area is now full of plants such as Neem, Arjun, Ashok, Jamun, Guava and others.

The forest is now self-sustainable as plants have gained enough strength. The Miyawaki method was designed by a Japanese botanist, Akira Miyawaki in the 1980s.

It is a technique to create micro forests over small plots of land. Planting three to four saplings per square metre, using native varieties adapted to local conditions, it works effectively irrespective of soil and climate conditions. Plants require eight to nine months of care before reaching a point where the micro forest becomes self-sustaining.

The method requires planting a wide variety of plants in a fairly dense manner so that the plot of land has different layers of a forest such as shrubs, trees, and canopies—on small plots of land, turning them into tiny forests. Through this method, mini forests grow 10 times faster and become 30 times denser and 100 times more bio-diverse than those planned through conventional methods.

- (ii) How much time is required for the micro forest to become self-sustaining ? 2
- (iii) Name *two* positive effects of the forests as mentioned in the passage. 2
- (iv) Name the person and his nationality who initially designed the Miyawaki method ? 2
- (v) Pick out, from the passage, antonyms of the following words : 1
weakness, highest
- (vi) Pick out from the passage, words which mean : 1
- (a) a scientist who does a study of plants and their structure
- (b) a young tree
2. As a Secretary of Reliance Industries, write a notice to all the shareholders informing them about the date, time and venue of the

Annual General Meeting. Also mention the items of agenda. 10

3. A client has defaulted a payment for goods which have already been delivered. Write a letter to him requesting him to pay the same. 10
4. You are applying for the job of a Personnel Officer in an organisation. Write the application and also an appropriate CV of yourself. 10
5. A customer is annoyed that his product has not been delivered in spite of a couple of reminders. Write a dialogue between the customer and the salesman concerned, with the salesman trying to explain the unavoidable reasons and promising to deliver the product at the earliest (ten exchanges). 10

6. (a) Rewrite the following sentences in the passive voice : 5

(i) They took very strong measures to control the protesters.

(ii) Mrs. John teaches us English.

(iii) The revised pay scale will affect thousands of people.

(iv) Who wrote *Hamlet* ?

(v) The police arrested the culprit in no time.

(b) Do as directed : 5

(i) As soon as I reached home my mother left for the market.

(Rewrite using 'no sooner')

(ii) He said, "Go away boys."

(Rewrite in indirect speech)

(iii) It is too cold for me to go for a walk.

(Rewrite by removing 'too')

- (iv) He asked me why I had become so weak. (Rewrite in direct speech)
- (v) These days all the trains are running late. (Add a question tag to the given sentence)
- (c) Rewrite the following sentence correctly : 5
- (i) The building demolished at a very short notice.
- (ii) I have been living in Delhi from 2021.
- (iii) My class starts on 10 o'clock.
- (iv) Mr. Varma is an engineer, isn't it ?
- (v) Either Sita or Gita have made this toy car.

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