

earphone on. Hundreds of such earphones addicts commute by the Delhi Metro every day. While one should not begrudge anyone their moments of privacy or their love for music, the fact is 'iPod oblivion' can sometimes be very dangerous.

Recently, I was travelling with my wife on the Delhi Metro. Since the train was approaching the last station, there weren't too many passengers. In our compartment, other than us, there were only two women sitting on the other side of the aisle. And then suddenly, I spotted a duffel bag. The bomb scare lasted for several minutes. Then suddenly, a youth emerged from nowhere and picked up the bag. When we tried to stop him, he looked at us, surprised. Then he took off his earpieces, lifted the bag, and told us that the bag belonged to him and that he was going to get off at the next station.

We were stunned but recovered in time to ask him where he was all this while. His answer : he was in the compartment, leaning against the door totally immersed in the music. He had no clue about what was going on around him. When he got off, earplugs in his hand, we could hear strains of the song.

- (i) What reasons does the author offer for the people taking risks on the road?
- (ii) Why didn't the electrician carry out the work properly?
- (iii) Why were the people in the Metro doubtful about the bag?
- (iv) Why were the passengers stunned?
- (v) Explain the term 'earphone addicts'?

Q.3 Answer any one of the following. (Any one) (15)

- 1) Explain the types of curriculum vitae. And prepare your own CV for the job.
- 2) What is the format of writing formal letter? And write an application letter for the post of the manager in Tata Institute.
- 3) Mention the format and guidelines of E-mail writing.

Q.4 Short notes (any three) (15)

- 1) Format of an agenda.
- 2) Importance of the minutes writing.
- 3) Guidelines for writing effective resume.
- 4) Explain the technical communication.
- 5) Importance of circular and memo writing.