

**BUSINESS ENGLISH
(HMTS 1202)**

Time Allotted: 3 hrs

Full Marks: 70

Figures out of the right margin indicate full marks.

Candidates are required to answer Group A and any 5 (five) from Group B to E, taking at least one from each group.

Candidates are required to give answer in their own words as far as practicable.

**Group - A
(Multiple Choice Type Questions)**

1. Choose the correct alternative for the following: **10 × 1 = 10**
- (i) Don't worry, we are prepared _____ anything
(a) by (b) for (c) to (d) with
- (ii) Performing well at gymnastics _____ a lot of practice.
(a) demands (b) demand (c) demanded (d) demanding
- (iii) Sir, my particulars _____ given in the resume.
(a) has been (b) are (c) been (d) is
- (iv) I love _____ game of cricket.
(a) a (b) an (c) the (d) by
- (v) I _____ that the idea given by you is quite good.
(a) am thinking (b) think (c) thinks (d) thinking.
- (vi) When computers crash, _____ need to be fixed immediately.
(a) they (b) it (c) one (d) none of these
- (vii) One of the brothers _____ retiring next year.
(a) are (b) is (c) has been (d) going.
- (viii) He complained _____ me.
(a) against (b) upon (c) of (d) for
- (ix) Choose the appropriate linker:
_____ the backlog issue is concerned; we are going to clear up in the next week.
(a) As far as (b) Though (c) Although (d) As
- (x) I cannot forget _____ honour with which he treated me.
(a) a (b) an (c) the (d) with.

Group – B

2. (a) Rewrite the following sentences to correct any wordiness or redundancy.
- (i) Please repeat again what you said.
 - (ii) The accused was guilty of false misstatement.
 - (iii) The troops advanced forward toward the village.
 - (iv) The burglar returned back to the scene of the crime.
- (b) Rewrite each sentence, moving the misplaced modifier to its correct position.
- (i) He nearly drove the car for six hours a day.
 - (ii) The cowboy was thrown by the bull in a leather vest.
 - (iii) A fish was found in the Pacific Ocean that had been considered extinct.
- (c) Rewrite the following paragraph by using correct punctuation marks, capitalization and coherence.
- With this adaptability for night bats can find food in total darkness. did you know that bats are mammals. They are the only mammals that know how to fly? And many species reportedly could fly at speed of 60 miles/hour or more. However, unlike many mammals bats are nocturnal which means they sleep during the day and are awake at night. Also, like other mammals they have babies, and baby bats are called pups. We know they are mammals just like us because they are warm blooded. Though, some bats lack equal adaptability with harsh weather they prefer to hibernate in caves through the cold winter months. Flying comes naturally to them.

4 + 3 + 5 = 12

3. (a) Rewrite the following paragraph by eliminating all redundancies and wordiness.
- I woke up early because I had a meeting at 7 a.m. this morning. It is a good thing that I live in close proximity to my office, so I didn't have to leave too early. I stopped at Starbucks, which is in the immediate vicinity of where I work. I am missed if I don't show up at a meeting, since the company is small in size. This meeting was about our latest project. We made a decision to collaborate together on it for the purpose of getting a variety of different ideas. The creativity of this company is the reason why I took the job. It is a great job, but at this point in time I haven't got a raise as yet.
- (b) The following paragraph contains grammatical and punctuation errors. Correct the underlined parts to approximate academic writing.
- Renaldo had a job at a large corporation in 1) Dallas Texas. He 2) enjoys work there, but he thought it could be run more efficiently. He pondered quitting his job, but 3) he had worries that he might not be able to find another one easily. One day he was reading the classified 4) adds in the newspaper, and he saw his dream job. He applied for the 5) job, although he was hired. He moved to the job which was in a 6) company more small.

6 + 6 = 12

Group – C

4. (a) Combine each pair of the following sentences by using a suitable conjunction.
(i) You invited me. I came.
(ii) You are a genius. You cannot solve this problem
(iii) Take this. Leave it.
(iv) On his birthday, we went to the market. We bought a nice gift for him.
(v) He watched the movie. His sister finished her homework.
- (b) What are the differences between narrative writing and descriptive writing? Explain with suitable examples.
- 5 + 7 = 12**
5. (a) Complete the following sentences with a suitable clause
(i) I went to Delhi so that_____
(ii) Give me some money, otherwise_____
(iii) I bought _____
(iv) Had they worked hard _____.
- (b) Write a short narrative passage in 200 words on an experience that left you feeling highly motivated in life.
- 4 + 8 = 12**

Group – D

6. (a) As a member of a College fest organizing committee, make an agenda for attending a meeting in the office. Also, draft the minutes of the meeting on the basis of the meeting held.
- (b) As project team leader you realise interns under your project are violating company protocols (data breach). Responding to this attitude frame a memorandum accordingly.
- (4 + 4) + 4 = 12**
7. (a) What are the five rules of email etiquette?
- (b) Write an application in response to the following advertisement.
Wanted Smart, English speaking Manager for an electronics showroom. An experienced candidate will be preferred. Salary not a bar for the deserving. Write giving details to -The Proprietor, Ganesh Electronics, M. G. Road, Sholapur, Maharashtra.
- 5 + 7 = 12**

Group – E

8. (a) Within **250 words** write an essay on ‘Should people be judged by their social media posting?’
- (b) In **58-63 words** write a **précis** of the following and **add a title to it**.

One of our most difficult problems is what we call discipline and it is really very complex. You see, society feels that it must control or discipline the citizen, shape his mind according to certain religious, social, moral and economic patterns.

Now, is discipline necessary at all? Please listen carefully. Don't immediately say YES or NO. Most of us feel, especially while we are young, that there should be no discipline, that we should be allowed to do whatever we like and we think that is freedom. But merely to say that we should be free and so on has very little meaning without understanding the whole problem of discipline.

The keen athlete is disciplining himself the whole time, isn't he? His joy in playing games and the very necessity to keep fit makes him go to bed early, refrain from smoking, eat the right food and generally observe the rules of good health. His discipline and punctuality is not an imposition but a natural outcome of his enjoyment of athletics.

7 + (4 + 1) = 12

9. (a) Write a **paragraph** in not more than **100 words** on any one of the topics given below:

(i) My experience at an NSS Camp.

(ii) The Pleasures of Reading

(iii) 'Computer Crimes'

(iv) Road Safety.

(b) Read the short passage below and answer the questions that follow:

Marie was born in 1867 in Warsaw, Poland, where her father was a Professor of Physics. At an early age, she displayed a brilliant mind and a blithe personality. Her great exuberance for learning prompted her to continue with her studies after high school. She became disgruntled, however, when she learned that the university in Warsaw was closed to women. Determined to receive a higher education, she defiantly left Poland and in 1891 entered the Sorbonne, a French university, where she earned her master's degree and a doctorate in physics.

Marie was fortunate to have studied at the Sorbonne with some of the greatest scientists of her day, one of whom was Pierre Curie. Marie and Pierre were married in 1895 and spent many productive years working together in the physics laboratory. A short time after they discovered radium, Pierre was killed by a horse-drawn wagon in 1906. Marie was stunned by this horrible misfortune and endured heartbreaking anguish. Despondently she recalled their close relationship and the joy that they had shared in scientific research. The fact that she had two young daughters to raise by herself greatly increased her distress.

Curie's feeling of desolation finally began to fade when she was asked to succeed her husband as a physics professor at the Sorbonne. She was the first woman to be given a professorship at the world-famous university. In 1911 she received the Nobel Prize in chemistry for isolating radium. Although Marie Curie eventually suffered a fatal illness from her long exposure to radium, she never became disillusioned about her work. Regardless of the consequences, she had dedicated herself to science and to revealing the mysteries of the physical world.

- (i) Marie had a bright mind and a ____ personality.
 (A) Strong (B) lighthearted (C) Humorous (D) Strange.
- (ii) When she learned that she could not attend the university in Warsaw, she felt ____.
 (A) Hopeless (B) Annoyed (C) Depressed (D) Worried.
- (iii) Marie ____ by leaving Poland and travelling to France to enter the Sorbonne.
 (A) Challenged authority (B) Showed intelligence
 (C) Behaved (D) Was distressed
- (iv) ____ she remembered their joy together.
 (A) Dejectedly (B) Worried (C) Tearfully (D) Happily
- (v) Her ____ began to fade when she returned to the Sorbonne to succeed her husband.
 (A) Misfortune (B) Anger (C) Wretchedness (D) Disappointment
- (vi) Even though she became fatally ill from working with radium, Marie Curie was never ____.
 (A) Troubled (B) Worried (C) Disappointed (D) Sorrowful.

6 + (6 × 1) = 12

Department & Section	Submission Link
AEIE	https://classroom.google.com/c/MzExNjA3MjExNzU0/a/MjI2NDEwNDY4OTYx/details
BT	https://classroom.google.com/c/MzExOTA3NDY4NzM2/a/MzcxNzAwNTQ3NzQx/details
CE - A	https://classroom.google.com/c/MzExOTEwODQyMDg2/a/Mzc0MjU4NTY5MTY1/details
CE - B	https://classroom.google.com/w/MzExOTEwNzEwMjE1/tc/MjI2NDEwNjA3NzAw
CHE	https://classroom.google.com/c/MzExOTA3NTg2ODE0/a/MzcxNzAwNTQ3NTc4/details
CSBS	https://classroom.google.com/c/MzA5NzA2MTEwNTEw/a/Mzc0MjU4NTY5MjU1/details
CSE - A	https://classroom.google.com/c/MzEyMzIzMjU3ODYy/a/MzcxNjIxMjMyOTIx/details
CSE - B	https://classroom.google.com/c/MzExOTI0NjU2MDE2/a/Mzc0MjkwMjQ0NjA3/details
CSE - C	https://classroom.google.com/c/MzExOTAxMTkzNTc3/a/Mzc0MjkwMjQ0NjI1/details
ECE - A	https://classroom.google.com/c/MzExOTExMzA5MDM5/a/Mzc0MjU4NTI4NDQ0/details
ECE - B	https://classroom.google.com/c/MzEyNTA2NTAyMTUx/a/Mzc0Mjg3NDE1NDIw/details
ECE - C	https://classroom.google.com/c/MzA5NzEyNzA1NzU1/a/MzcxNzAwNTQ3Njk4/details
EE	https://classroom.google.com/c/MzA4NzEwMDY1ODk2/a/Mzc0MjI1Njg5MTc5/details
IT	https://classroom.google.com/c/MzEyNDEzMTUzNDc3/a/MzcxNjIxMjMyODk4/details
ME - A	https://classroom.google.com/c/MzM3ODQ5MDE0MDUz/a/MzcxNjIxMjMyODcx/details
ME - B	https://classroom.google.com/c/MzA4NzEwMDY1OTEz/a/Mzc0MjI1Njg5MjEx/details
Answer script submission Link (BACKLOG)	https://classroom.google.com/c/Mzc2MzI2Nzg3Njk4/a/Mzc2MzI3NTU3MDUw/details
Google classroom link (BACKLOG)	https://classroom.google.com/c/Mzc2MzI2Nzg3Njk4?cjc=tlailc