

**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) It was a splendid location \_\_\_\_ many ways.  
(a) in (b) on (c) by (d) at
- (ii) Performing well at swimming \_\_\_\_\_ a lot of practice.  
(a) demands (b) demand (c) demanded (d) is demanding
- (iii) She disapproved \_\_\_\_ the decision thrust on her.  
(a) on (b) of (c) off (d) about
- (iv) While UK has earned record revenue this year, \_\_\_\_\_ well behind in exports.  
(a) it still lag (b) it still lags (c) it lag still (d) it lags still
- (v) Nuclear energy is \_\_\_\_\_ dangerous to be used widely.  
(a) so (b) such (c) too (d) that
- (vi) For good mental and physical health, Michael \_\_\_\_\_ bed early.  
(a) should go (b) should go to (c) should goes (d) should goes to
- (vii) Katherine made her children \_\_\_\_\_ chores on Sunday.  
(a) make some (b) take some (c) do some (d) does some
- (viii) The departmental store is open \_\_\_\_\_ eight to seven.  
(a) by (b) from (c) between (d) during
- (ix) On leaving the shopping plaza, Kate was robbed \_\_\_\_\_ purse.  
(a) by her (b) by hers (c) of her (d) of hers
- (x) Everyone at the party \_\_\_\_\_ amazed by his performance.  
(a) is (b) are (c) were (d) was

**Group- B**

2. (a) Insert articles, wherever necessary, and rewrite the sentences.  
(i) Don't forget to turn off light when you go out.

- (ii) Enjoy your holiday and don't forget to send me postcard.
- (iii) What is name of this village?
- (iv) Canada is very big country.
- (v) Which is largest city in Canada?
- (vi) I like this room but I don't like colour of carpet.

[[CO1&CO3](Remember/LOCQ)]

- (b) Rewrite the following passage by inserting punctuation marks and capitalisation.  
I must not fear fear is the mind-killer fear is the little-death that brings total obliteration I will face my fear I will permit it to pass over me and through me and when it has gone past I will turn the inner eye to see its path where the fear has gone there will be nothing only I will remain. [[CO2](Understand/LOCQ)]

**6 + 6 = 12**

3. (a) Identify the writing style in following passage and justify your answer by citing relevant parts from it.

We often think of ourselves as our body, mind, and emotions. We take these three elements and make a combination. However, we also often talk about a person's soul. Is there any scientific basis for the soul? Surprisingly, there is. Each unique personality a person has (even in circumstances of loss of memory and other illnesses), the feeling and identity of the self beyond age (especially experienced as we grow older), and our inescapable subjective experience as an individual comprise a scientific foundation for the soul. [[CO2](Evaluate/HOCQ)]

- (b) Rewrite the following sentences by correcting the position of the misplaced modifiers.

- (i) Most players selected a dish from the menu that was high in energy.
- (ii) She reached office whose upholstery was covered in dirt and sat on the seat.
- (iii) People who laugh seldom are depressed. [[CO1](Analyze/IOCQ)]

**6 + (3 × 2) = 12**

### Group - C

4. Write a narrative passage in 150 words about a memorable incident of your life. [[CO1](Evaluate/HOCQ)]

**12**

5. Identify the following style of writing by stating its 3 key characteristics and change it into a narrative style.

"It was a cold grey day in late November. The weather had changed overnight, when a backing wind brought a granite sky and a mizzling rain with it, and although it was now only a little after two o'clock in the afternoon the pallor of a winter evening seemed to have closed upon the hills, cloaking them in mist." [[CO1&CO5](Analyze/HOCQ)]

**(4 + 8) = 12**

### Group - D

6. (a) As the Councillor, draft the agenda for a meeting with the Local Committee Member to discuss three pressing issues in the locality. Include the agenda in the meeting notice. [[CO3](Analyze/IOCQ)]

- (b) Your school has planned an inter class debate competition. Write a NOTICE for the school notice board informing students of the competition giving details like date time, venue, topic of the debate, time provided for each participant, contact person etc in 75 words. [(C04&C05)(Remember/IOCQ)]  
6 + 6 = 12
7. (a) You are unhappy about your company's current website. Write a memo to the Managing Director about your ideas for setting up a new website. (Include: the problems with the current website, the kind of information a new website should contain, who should be involved in setting it up and any other points you think important). [(C03&C04)(Remember/IOCQ)]
- (b) Write a letter to the Bank Manager for the disbursement of education Loan. (Include: the amount of the loan, why you should be supported, how you intend to repay the loan, when you'll repay the loan amount and any other information related to the same). [(C03&C04)(Understand/IOCQ)]  
7 + 5 = 12

### Group - E

8. (a) Make a précis in about 67 words of the following passage and give a suitable title.
- Self-control is at the root of all virtues. Let a man give the rein to his impulses and passions and from that moment he yields up his moral freedom. He is carried along the current of life and becomes a slave of his strongest desire for the time being. To be morally free-to be more than an animal-man must be able to resist the instinctive impulse, and this can be done only by the exercise of self-control. Thus it is this power which constitutes the real distinction between physical and moral life, and forms the primary basis of individual character. In the Bible, praise is given, not to the strong man who "taketh a city" but to the stronger man who "ruleth his own spirit". This stronger man is he who, by discipline, exercises a control over his thoughts, his speech and his acts. Nine-tenths of the vicious desires that degrade society, and when indulged, swell into the crimes that disgrace it, would sink into insignificance before the advance of valiant self-discipline, self-respect and self-control. By the watchful exercise of those virtues, purity of heart and mind becomes habitual and the character is built up in chastity, virtue and temperance. (201 Words) [(C05&C06)(Analyze/HOCQ)]
- (b) Within 300 words write an argumentative essay on any one of the following topics:  
(i) Right to education: issues and implications  
(ii) Is death penalty a just punishment? [(C01&C02)(Evaluate/HOCQ)]  
7 + 5 = 12
9. (a) Write a paragraph in not more than 100 words on any one of the topics given below:  
(i) Politics and the youth  
(ii) Learning from Obstacles  
(iii) Stress Management  
(iv) Cinema and the reflection of reality. [(C06)(Analyze/IOCQ)]

(b) Read the passage carefully and answer the following questions.

What exercise is to the body, reading is to the mind? There are different purposes of reading. One of them is deriving pleasure. Children reading for their pleasure rarely stop to ask about the words. They want to get on with the story. If the word is important, they can usually make a good guess about what it is. "He drew an arrow from his quiver". Easy to see that a quiver is some sort of gadget to put arrows in. More complicated words they figure out by meeting them in different contexts. People learn to read well and get good vocabulary, from books, not work books or dictionaries. As a kid I read years ahead of my age, but I never looked up words in dictionaries, and didn't even have a dictionary. In my lifetime I don't believe I have looked even as many as fifty words – neither have most good readers. Most people don't know how dictionaries are made. Each new dictionary starts from scratch. The company making the dictionary employs thousands of 'editors', to each of whom they give a list of words. The job of the editor is to collect as many examples as possible of the ways in which these words are actually used. They look for the words in books, newspapers, and so forth and every time they find one, they cut out or copy that particular example. Then after reading these examples they decide 'from the context' what the writer in each case had meant by the words. From these they make definitions. A dictionary in other words, is a collection of people's opinions about what words mean as other people use them.

(i) What is the way in which a dictionary is created?

(ii) How are meanings of words understood by children when they read for pleasure?

(iii) Is it essential to consult a dictionary to enhance one's vocabulary?

[(CO6)(Evaluate/HOCQ)]

6 + (2 + 2 + 2) = 12

Cognition Level	LOCQ	IOCQ	HOCQ
Percentage distribution	12.5	37.5	50

### Course Outcome (CO):

After the completion of the course students will be able to

1. Acquire competence in using English language to communicate.
2. Be aware of the four essential skills of language usage-listening, speaking, reading and writing.
3. Be adept at using various modes of written communication at work.
4. Attain the skills to face formal interview sessions.
5. Write reports according to various specifications.
6. Acquire the skill to express with brevity and clarity

\*LOCQ: Lower Order Cognitive Question; IOCQ: Intermediate Order Cognitive Question; HOCQ: Higher Order Cognitive Question