

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) The committee members ____ to very different views privately.
 (a) subscribe (b) subscribes
 (c) was subscribing (d) is subscribing
- (ii) One of my brothers ____ going on a trip to Belgium.
 (a) is (b) are
 (c) were (d) am
- (iii) A *community group* of teachers is meeting tonight to see if ____ can find a way to help students improve their examination scores.
 (a) they (b) it
 (c) we (d) one
- (iv) _____ Alps is a popular tourist destination.
 (a) The (b) An
 (c) A (d) None of the above
- (v) Luckily, I made it to the station __ time to catch the last train.
 (a) for (b) at
 (c) to (d) in
- (vi) Which one these prepositions can be appropriately used with the verb 'break' to mean -enter / open forcibly for the purpose of theft?
 (a) Away (b) Into
 (c) Through (d) Off.
- (vii) You may sit, **wherever you like**. The part of the sentence highlighted in 'bold', is a / an
 (a) adjective clause (b) adverb clause
 (c) noun clause (d) prepositional phrase.
- (viii) 'Minutes of meeting' are always prepared and circulated by:
 (a) Chair of the meeting
 (b) Anybody participating in the meeting
 (c) The first participant to reach the meeting venue
 (d) Anyone appointed by the Chair of the meeting to do such a task.
- (ix) The length of a précis should be roughly _____ the original text.
 (a) one-fourth of (b) half of
 (c) one-third of (d) the same as that of
- (x) Memo is an example of _____ in organisations.
 (a) upward communication (b) downward communication
 (c) diagonal communication (d) horizontal communication

Group - B

2. Rewrite the following paragraph by punctuating and capitalising it appropriately.
 punctuation according to the oxford learner's dictionary is defined as the marks used in writing that divide sentences and phrases the system of using these marks punctuation is as important or rather a little more important than the words you use the way you structure your sentences and the content you are trying to convey the term 'punctuation'

refers to the system that allows a writer to let the audience know where the sentences end where there is a short pause or a long pause and also to show if the writer is questioning explaining or providing some extra information since the writer is not directly speaking to the audience punctuation is the only way to make the reader understand what the author intends.

[[CO2](Understand/LOCQ)]

12

3. Rewrite the following passage by reordering the sentences to lend coherence and cogency to the piece.

- (i) On the other hand, if a paragraph is very short (only one or two sentences, perhaps), you may need to develop its controlling idea more thoroughly, or combine it with another paragraph.
- (ii) In a coherent paragraph, each sentence relates clearly to the topic sentence or controlling idea, but there is more to coherence than this.
- (iii) A coherent paragraph also highlights the ties between old and new information to make the structure of ideas or arguments clear to the reader.
- (iv) If you have written a very long paragraph, one that fills a double-spaced typed page, for example, you should check it carefully to see if it contains more than one controlling idea.
- (v) If a paragraph is coherent, each sentence flows smoothly into the next without obvious shifts or jumps.
- (vi) If it does, you should start a new paragraph where the original paragraph wanders from its controlling idea.
- (vii) Along with the smooth flow of sentences, a paragraph's coherence may also be related to its length.

[[CO6](Analyze/IOCQ)]

12

Group – C

4. (a) Identify the writing style used in the following passage and explain its features by citing relevant parts from the given text.

It is almost impossible to imagine a war that involved 32 countries, 40 million fatalities, and 186 billion dollars. But World War I, also known as The Great War or The War to End All Wars, ended up being one of the costliest global conflicts in terms of both funds and human lives. While it is difficult to understand the magnitude of World War I, it is even harder to comprehend how the actions of Gavrilo Princip, a Bosnian assassin, could trigger such an international chain of events. Though there were many underlying causes to World War I, the events of June 28, 1914 are considered the inciting incident. Princip's assassination of Archduke Franz Ferdinand and his wife Sophie in Sarajevo was designed to influence the creation of Yugoslavia.

[[CO2](Evaluate/HOCQ)]

(b) Write a narrative passage in 150 words about a memorable incident that taught you the lesson of team work and collaboration.

[[CO1](Evaluate/HOCQ)]

5 + 7 = 12

5. (a) Rewrite the below given passage using the third person narrative.

It was quite pleasant working for Arun. I made the tea in the morning and later went out shopping. I would take my time buying the day's supplies and make a profit of about twenty-five paise a day. I would tell Arun that rice was fifty-six paise a pound (it generally was), but I would get it at fifty paise a pound. I think he knew I made a little this way but he didn't mind. He wasn't giving me a regular wage. I was really grateful to Arun for teaching me to write. I knew that once I could write like an educated man there would be no limit to what I could achieve. It might even be an incentive to be honest. Arun made money by fits and starts. He would be borrowing one week, lending the next. He would keep worrying about his next cheque but as soon as it arrived he would go out and celebrate lavishly.

[[CO6](Analyze/IOCQ)]

(b) Underline the phrases and identify their types:

- (i) Is the bag by the table yours?
- (ii) Playing in the rain is one of his favourite activities.
- (iii) I am going to the airport to pick up my aunt.

[[CO2](Analyze/IOCQ)]

6 + 6 = 12

Group – D

6. (a) You are the administrative officer of your organization. Write a memo to all employees of the administrative office informing them about an important client visit to your office next week. Advise them on the preparations to be undertaken for this visit and a change in office timings for the next week.

[[CO3](Analyze/IOCQ)]

(b) What is / are (i) an agenda for a meeting (ii) minutes of meeting.
Draw blank formats of these documents.

[[CO2](Remember/LOCQ)]

6 + (3 + 3) = 12

7. (a) As the Club Coordinator, write the minutes of the meeting held to discuss a forthcoming quiz competition among all branches of engineering students at your institute.

[[CO3](Analyze/IOCQ)]

- (b) Write **only** a covering letter to apply for an internship with Solar Panels Ltd. that requires interns for environmental projects focusing on solar energy. Highlight your objectives, skills, experiences and research interests in the application. Assume necessary details.

[[CO4](Analyze/IOCQ)]

5 + 7 = 12

Group – E

8. Write an 300-350 word essay on **any one** of the following:

- (i) Advantages of science and technology
 (ii) English as a global language.

[[CO6](Analyze/IOCQ)]

12

9. (a) Write a paragraph in not more than 100 words on **any one** topic using the writing style mentioned in brackets:

- (i) A life of my own (descriptive)
 (ii) Digital India (expository).

[[CO6](Analyze/IOCQ)]

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

The perennial debate over gender differences threatens to remain inconclusive. Stereotypes pertaining to male superiority and female submissiveness could be traced to earlier ages where assigned roles were needed as survival measures. But, can we today see a swing away from these stereotypes, or have they established a stranglehold on our perceptions? In this gendered world, we continue to live with notions that one's gender determines one's skills and preferences, from toys and colours to career choices. So the girl child will be presented with a Barbie doll, while the boy child will receive a Lego set.

Does that mean that our brains are different? This myth has been exploded by a British professor of cognitive neuroimaging. Her research attempts to establish how these stereotypes mould our ideas of ourselves. She examines how science has been misinterpreted or misused to ask the wrong questions, instead of challenging the status quo. She urges us to move beyond a binary view of people's brains and instead to see these as highly individualised, profoundly adaptable, and full of unbounded potential. Her conclusive findings establish that no brain differences can be found that are solely gender related. In other words, modern neuroscientists have identified no decisive category-defining differences between the brains of men and women.

As a result of these findings we owe it to ourselves to dump the myths and look at ourselves afresh. We need to recognise that the male and female brain debate is a distraction, besides being based on inaccuracies. It is possibly harmful too, because it can be used as a hook to justify saying there is no point in girls doing science because they do not have a science brain; or compelling boys to opt for science because their brains are shaped for that subject. It can also condemn boys for being emotional, as this is seen as a feminine trait. And, most dangerous of all, to proclaim that boys, not girls, are meant to lead.

- (i) How does current research on cognitive neuroimaging break the mould of gender stereotypes?
 (ii) How does the gendered debate on the brain create socially constructed misconceptions?
 (iii) Make one sentence each with the following words-
 (1) perennial (2) cognitive.

[[CO6](Evaluate/HOCQ)]

6 + (2 + 2 + 2) = 12

<i>Cognition Level</i>	<i>LOCQ</i>	<i>IOCQ</i>	<i>HOCQ</i>
<i>Percentage distribution</i>	18.75	62.5	18.75

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.

