2013

Time : 3 hours

Full Marks : 80

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

The figures in the margin indicate full marks.

Answer from both the Groups as directed.

Group – A
(Objective-type Questions)

Answer all questions of the following:

1. Identify the underlined word / words / sentence and choose your answer from the options:

   
   \[ 2 \times 10 = 20 \]

   (a) The \textbf{crowd} edged closer:

   (i) Collective noun

   (ii) Common noun

   (iii) Proper noun

   (iv) Abstract noun

UK – 30/2 (Turn over)
(b) She speaks loudly:
(i) Noun
(ii) Pronoun
(iii) Adjective
(iv) Adverb

(c) Where does she come from?
(i) Adjective
(ii) Conjunction
(iii) Preposition
(iv) Noun

(d) He agreed, though he had reservations:
(i) Preposition
(ii) Conjunction
(iii) Verb
(iv) Adverb

(e) I bought a beautiful dress the other day.
(i) Noun
(ii) Pronoun
(iii) Adjective
(iv) Verb

UK – 30/2 (2) Contd.
(f) He has finished the work:
   (i) Present Continuous
   (ii) Simple Present
   (iii) Present Perfect
   (iv) Simple Past

(g) We saw a movie yesterday.
   (i) Simple Past
   (ii) Present Perfect
   (iii) Past Perfect
   (iv) Present Perfect Continuous

(h) 'In Memoriam' was published by Tennyson in 1850:
   (i) Active Voice
   (ii) Passive Voice
   (iii) Both (i) and (ii)
   (iv) None of the above

(i) Board and Bored are example of a:
   (i) Antonym
   (ii) Synonym
   (iii) Homonym
   (iv) Homophone

UK – 30/2 (3) (Turn over)
(i) He said, "I have eaten my lunch".

(i) Indirect Speech
(ii) Direct Speech
(iii) Both (i) and (ii)
(iv) None of the above

Group – B
(Long-answer Type Questions)

Answer any four questions: 15x4 = 60

2. What are the elements of effective communication in Business? Discuss the basic models of Business Communication.

3. What are the steps in writing reports? Discuss the characteristics of a good business report.

4. Write a short conversation that may take place at an interview for the job of a manager in a company.

5. What are formal and informal letters? Bring out the difference between informal and formal letters.

UK – 30/2 (4) Contd.
6. Imagine a situation where you have received a letter from an FMCG company saying that you have been selected for the job you applied for. Write a letter accepting the offer.

7. Choose a topic of your interest on which you may have to write a report. Discuss briefly the sources or the methods you would use to collect your data.

8. Write a speech welcoming the new secretary of a students' union at a university.

9. Write a paragraph in 250 words on any one of the following:
   (a) Corruption
   (b) Unemployment
   (c) Crime against Women

10. What is a group discussion? How is it conducted? How does a participant excel in a group discussion?