

**Bachelor of Business Administration (B.B.A.) Semester–II Examination****ENGLISH****Compulsory Paper—4**

Time : Three Hours]

[Maximum Marks : 80

**Note :—** All questions are compulsory.

1. (A) Fill in the blanks choosing the correct option from the verbs given in brackets (any **FIVE**) : 5
- (i) The general with all his soldiers \_\_\_\_\_ (was/were) killed.
  - (ii) Everybody \_\_\_\_\_ (has/have) done his work promptly.
  - (iii) God helps those who \_\_\_\_\_ (help/helps) themselves.
  - (iv) The captain and his team \_\_\_\_\_ (travel/travels) together.
  - (v) These shops \_\_\_\_\_ (sell/sells) high quality goods.
  - (vi) The Manager \_\_\_\_\_ (go/goes) through the application.
  - (vii) None of the alternatives \_\_\_\_\_ (is/are) acceptable.
- (B) Spot the errors in the following sentences and rewrite them correctly (any **five**) : 5
- (i) The child has been ill from three months.
  - (ii) He is one of the cleverest boy in the class.
  - (iii) The child is wanting her mother.
  - (iv) Please listen his advice.
  - (v) Columbus has discovered America.
  - (vi) My cousin sister returned from Mumbai yesterday.
  - (vii) He is a M.A. in English.
- (C) Make sentences using any **five** of the following Idioms and Phrases to bring out their meanings (any **five**) : 5
- (i) child's play
  - (ii) see eye to eye
  - (iii) go back to square one
  - (iv) laughing stock
  - (v) to stand on your own feet
  - (vi) make up your mind
  - (vii) get cold feet.
- (D) Fill in the blanks choosing the correct option from the words given in brackets (any **five**) : 5
- (i) They fought with \_\_\_\_\_ (bear/bare) hands.
  - (ii) Life is not an \_\_\_\_\_ (illusion/allusion) it is a reality.
  - (iii) They went in \_\_\_\_\_ (apposite/opposite) directions.

- (iv) We went to a shop which sells \_\_\_\_\_. (stationery/stationary)
- (v) My \_\_\_\_\_ (complements/compliments) to your parents.
- (vi) She bought a \_\_\_\_\_ (canvas/canvass) bag.
- (vii) He is suffering from a chronic \_\_\_\_\_ (decease/disease).

2. (A) Assuming yourself to be the Manager of Sunrise Software System, Hyderabad write a memo for circulation to all employees, announcing change in the working hours and explaining the reasons for doing so inventing necessary details. 5

**OR**

Assume that as Assistant Personnel Manager you were deputed by your company to attend a 3 day Business Communication Workshop organised by the Indian Institute of Management, Raipur. You have now been asked to write a memo to the Personnel Manager, reporting on the various activities of the workshop in which you participated and indicating the benefits you derived from it. Write this memo, inventing the necessary details.

- (B) At the Sixth Meeting of the Board of Directors of Arunodaya Steel Industries Limited, Surat, to be held at 11 a.m. on Monday, August 18, 2017 at the registered office of the company, the following business is to be transacted :—

Appointment of the Store Manager, purchase of furniture for the new corporate office, renovation of the factory buildings, any other matter with the permission of the Chairman.

Assuming that you are Secretary in attendance, draft the agenda for this meeting inventing the necessary details. 10

**OR**

The Executive Committee of Ragesh International Textiles Ltd., New Delhi, held its seventh meeting on May 20, 2016 at 8.30 a.m. The agenda was as follows :

### AGENDA

- 7.01 Reading the Minutes of the previous meeting.
- 7.02 Appointment of Auditors.
- 7.03 Discussion of Divisional Reports.
- 7.04 Reduction of Share Capital.
- 7.05 Premature Retirement of a Director.
- 7.06 Appointment of a new Director.

As a Secretary of the Executive Committee write the minutes of the meeting.

- (C) You want to sell your Maruti Zen car. Draft a suitable advertisement to be published in the classified columns of a local daily. 5

**OR**

You want to rent out your new 3 BHK flat. Draft an advertisement to be published in the 'To Let' column of a local daily.

3. (A) Answer any **ONE** of the following questions in about 150 words : 10
- (i) What does the narrator say about robbing different types of people and describe his attempt to rob Arun.
  - (ii) Mention the five ways suggested by Sabharwal for someone to stand out in the job market.
- (B) Answer any **two** of the following questions in about 75 words each : 10
- (i) Narrate Billy's encounter with Mr. Bidwell.
  - (ii) What does Dinesh Kumar say about the behaviour of most youngsters in their interview ?
  - (iii) Describe the narrator's experience of staying with Arun.
4. (A) Answer any **one** of the following questions in about 150 words each : 10
- (i) Bring out the difference in the attitudes of the natives and the whites towards the earth.
  - (ii) What did Washington feel at the first sight of Hampton Institute and how did he get admission there ?
- (B) Answer any **two** of the following questions in about 75 words each : 10
- (i) What is it that the Chief thinks the white man will discover one day ?
  - (ii) Narrate the morning ritual in Bagchi's house and bring out its importance.
  - (iii) How did Washington save money to go to Hampton while at Richmond ?