

NKT/KS/17/4347

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

Time : Three Hours]

[Maximum Marks : 80

N.B. :— ALL questions are compulsory.

1. (A) Fill in the blanks choosing the correct option from the words given in the brackets (any **five**) : 5

- (i) One of my sisters _____ (live/lives) in Pune.
- (ii) Bread and butter _____ (was/were) given to the travellers.
- (iii) The committee _____ (want/wants) to go through all the reports.
- (iv) Both my friends _____ (work/works) for the same company.
- (v) Neither my friend nor his sister _____ (know/knows) the answer.
- (vi) The data _____ (is/are) ready for analysis.
- (vii) Every cloud _____ (has/have) a silver lining.

- (B) Spot the errors in the following sentences and rewrite them correctly (any **five**) : 5

- (i) He is having a large family.
- (ii) I found an one rupee coin in my bag.
- (iii) If I will go to Kolkatta I will meet my uncle.
- (iv) Where is my spectacles ?
- (v) This is a good news.
- (vi) He has sold all the furniture in his house.
- (vii) He is working here since 2006.

- (C) Fill in the blanks choosing the correct phrasal verb from the options given in the brackets (any **five**) : 5

- (i) I don't know the kind of people she _____ with.
(hangs out/hangs on/hangs about)

(ii) Now that you have taken a decision, _____ it.

(stick out/stick for/stick by)

(iii) When you are in difficulty, you can _____ your friend.

(count up/count on/count with)

(iv) Let's _____ the meeting until next week.

(put on/put up/put off)

(v) He _____ college long ago and started working.

(dropped off/dropped out of/dropped in)

(vi) Don't get _____ by the rumours around you.

(carried away/carried on/carried out)

(vii) He wanted to come for the picnic but then _____ in the last minute.

(backed off/backed up/backed out)

(D) Fill in the blanks choosing the correct option from the words given in the brackets (any **five**) :

5

(i) We play cricket on _____ days.

(alternate/alternative)

(ii) He decided to go to his village during the summer _____.

(vacation/vocation)

(iii) The children wore _____ shoes to school.

(canvass/canvas)

(iv) Please _____ that you fill the application form correctly.

(insure/ensure)

(v) The camel is the ship of the _____.

(dessert/desert)

(vi) Nowadays, students have many _____ options.

(carrier/career)

(vii) The students must submit their _____ certificate at the time of admission.

(berth/birth)

2. (A) As Office Manager of Royal Food Products, Nagpur, write a memo to the Purchase Officer to procure the following items of furniture for the additional staff members who have been appointed recently—8 office tables, 15 chairs, 3 file racks. Your memo should refer to the fact that administrative approval for these items have already been obtained. Assume also that a copy of this memo is to be sent to the Finance Manager.

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OR

It has been noticed that a sizeable number of employees take leave on certain occasions such as cricket matches, national sports events etc. This hampers the smooth working of the office and tells upon the efficiency of the organization. Assuming you are the Personnel Manager, write a memo to the Sectional Heads of the company asking them to take suitable action to prevent mass absenteeism.

- (B) At the fifth meeting of the Board of Directors of Indian Oil Industries Ltd., New Delhi, to be held at 11:00 am on Tuesday, September 10, 2017 at the registered office of the company, the following business is to be transacted : 10

Appointment of the Accountant, purchase of latest computers and printers, renovation of administrative office, any other matter with the permission of the chairman.

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

OR

The Executive Committee of Bhivani Industrial Corporation, Bhivani, held its fifth meeting on 10th December, 2016 at BIC Headquarters, Bhivani. The agenda was as follows :

- 5.01 Minutes of the last meeting
- 5.02 Addition of two rooms to the building—one for general stores and the other for office workers.
- 5.03 Opening of a teastall
- 5.04 Appointment of two peons and one treasurer
- 5.05 Setting up a paper mill at Bhivani
- 5.06 D.A. to the employees
- 5.07 Any other matter with the permission of the chair

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

- (C) You want to sell your Honda Activa scooter as you are going abroad for higher studies. Draft an advertisement to be published in the classified columns of a local daily. 5

OR

You are the manager of Ajay Textiles Pvt. Ltd., Nagpur. You want to appoint an Accountant for your company. Draft an advertisement to be published in a local newspaper.

3. (A) Answer any **one** of the following questions in about **150** words : 10
- (i) What are Manish Sabharwal's views on the job market in India ? What are his five suggestions for someone who wants to stand out in the job market ?
 - (ii) How did Alf Agar prepare Billy for the interview ? Narrate Billy's encounter with Mr. Bidwell ?
- (B) Answer any **two** of the following questions in about **75** words each. 10
- (i) What emotions did Billy have at the time of leaving the school ? What were his parents, plan for his future ?
 - (ii) Why does Dinesh Kumar think that most of the youngsters today are evasive or irresponsible ?
 - (iii) Describe the narrator's attempt to rob Arun.
4. (A) Answer any **one** of the following questions in about **150** words. 10
- (i) What prompted Bagchi to spend time under a water tank ? What does he mean by the idea : 'Imagination is everything' ?
 - (ii) How did Washington spend his night out at Richmond and how did he get his best ever breakfast ?
- (B) Answer any **two** of the following questions in about **75** words each. 10
- (i) What appeal does the Chief make to the President of the United States towards the end of the letter ?
 - (ii) What would Bagchi's mother do every time they shifted to a new house ? What did she believe ?
 - (iii) What kind of a lady was Mrs. Ruffner ? What did Washington learn from her ?