

Code : 303201

BCA 2nd Semester Exam., 2019

BUSINESS ENGLISH

Time : 3 hours

Full Marks : 60

Instructions :

- (i) The marks are indicated in the right-hand margin.
- (ii) There are **SEVEN** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question Nos. 1 & 2 are compulsory.

1. Distinguish between the following pair of words (any six) : 2×6=12

- (a) Aisle, Isle
- (b) Breach, Breech
- (c) Bazar, Bizarre
- (d) Yolk, Yoke
- (e) Prosecute, Persecute
- (f) Gate, Gait
- (g) Barb, Bard
- (h) Canter, Canto

(Turn Over)

2. Answer the following (any three) : 4×3=12

- (a) Discuss on the structure and layout of a business letter.
- (b) Differentiate between notice, agenda and circular.
- (c) Which according to you is the best style of reading? Why?
- (d) Discuss briefly on the principles of business correspondence.
- (e) Discuss on the types of resumes.

Answer any three of the following : 12×3=36

- 3. Has Johnson's book helped you see how change can be beneficial...in life in general, as well as in your own work or personal life?
- 4. What is a summary? List the characteristics of a good summary.
- 5. Your company had ordered for a consignment of computer peripherals. On receiving the goods it was found that many goods were damaged beyond repair. Write a letter of complaint to the company informing them of the same and asking them to replace the goods at the earliest.

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6. Write an essay not exceeding 250 words on 'Electronic Waste'.
7. Expand the following in not more than 150 words :
- (a) My favourite personality
 - (b) If I had powers
 - (c) Slow and steady wins the race

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