

Code : 303201

( 2 )

BCA 2nd Semester Exam., 2018

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) :  $2 \times 6 = 12$

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

( Turn Over )

2. Answer the following (any three) :  $4 \times 3 = 12$

- (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 :  $12 \times 3 = 36$

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.

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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