

BCA 2nd Semester Exam., 2021

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 and 2** are compulsory.

1. Answer the following/Choose the correct option (any six) : $2 \times 6 = 12$

- (a) Make sentences using 'leak and leek' to bring out their differences.
- (b) She ____ him on his fine handling of the official work.
 (complemented/complimented)
- (c) The ____ of the book explains how its thesis fits in with current thinking.
 (foreword/forward)
- (d) Give one word substitution for 'one who always looks at the dark side of life'.

(e) Give one word substitution for 'those who work in the same organization'.

(f) Make a meaningful sentence using the idiom 'A bed of roses'.

(g) Make a sentence with the phrase 'break down'.

(h) What is paraphrasing?

(i) How is abstract distinct from summary?

(j) What constitutes body language?

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

(a) What is a professional presentation?

(b) What are personality traits required for a job interview?

(c) Define agenda. What purpose does it serve?

(d) What are the techniques for good comprehension?

(e) What is effective listening?

3. What is group discussion? Discuss its relevance and purpose.

12

4. Define report. What are the characteristics and objectives of a report? 12
5. What is the importance of proposal? Write the structure of a proposal. 12
6. What are the different types of letter? How is enquiry letter different from claim letter? 12
7. Interpret the line graph given below. It depicts the training needs (in %) of entry level and the middle level managers in various areas in an organization including the information represented by all the three lines in the illustration. 12


