

**BBA 1st Semester Exam., 2018**

**COMMUNICATIVE 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. Choose the correct answer of the following  
(any six) : 2×6=12

(a) I told him \_\_\_\_\_ do it.

- (i) to not
- (ii) to don't
- (iii) not to
- (iv) don't

(b) He asked us \_\_\_\_\_ show our passports.

- (i) if
- (ii) to
- (iii) for

(c) She asked us if we \_\_\_\_\_ finished the work on Monday.

- (i) have
- (ii) had
- (iii) either could be used here

(d) I didn't bother to confirm it because they said we \_\_\_\_\_ once we'd got the tickets.

- (i) didn't need
- (ii) didn't need to
- (iii) needn't have

(e) If you take the bull by the horns, you deal with a problem directly. 2

- (i) True
- (ii) False

(f) If you talk out of your hat, you talk nonsense.

- (i) True
- (ii) False

(g) If someone tells you to keep your hair on, they want you to show more emotion.

- (i) True
- (ii) False

- (h) THEY left early.
- (i) Noun
  - (ii) Pronoun
- (i) I SOMETIMES go there.
- (i) Adjective
  - (ii) Adverb
- (j) It's a LOVELY film.
- (i) Adverb
  - (ii) Adjective

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

- (a) When you're driving in snow, a few bits of knowledge can be the difference between a safe trip and an accident. Never slam on the brakes in the snow. Tapping the brakes helps you slow down without skidding. If you are skidding, turn into the direction of the skid, not away from it. This approach will help you gain control of the vehicle.
- (i) The author wrote this passage to explain what?
  - (ii) What does it mean by driving safely in snowy conditions?

(b) Write the synonyms of the following words :

- (i) Liturgy
- (ii) Larceny
- (iii) Quixotic

(c) Define agenda and proposal with an example.

(d) Invite Margaret Sims, public relations director of the company you are researching, to be a guest speaker during your presentation next week. (Introduce yourself as a student interested in the company.)

(e) Write a paragraph (in 250 words) on the following topic :

"How money matters for your life"

3. Change the following active sentences into passive voice :

- (a) Did she do her duty?
- (b) The tiger was chasing the deer.
- (c) She has written a novel.
- (d) She has learned her lessons.

4. Define the following idioms and phrases : 12

- (a) All at sea
- (b) Bite the bullet
- (c) Beat around the bush
- (d) Keep your eyes peeled
- (e) Get one's feet wet

5. Write one-word substitution of the following : 12

- (a) About to happen
- (b) Study of ancient writings
- (c) A person unselfishly devoted to the welfare of others
- (d) People living at the same time
- (e) Thing no longer in use

6. Define (synonym) the following words : 12

- (a) Sinister
- (b) Obviate
- (c) Genesis

(d) Obstreperous

(e) Callous

7. Discuss the format of business letter. You are a sales representative for your company. Write a letter to Mike Mason of ABC enterprises, introducing one of your new products or services. Be sure to give important details about your product/service.

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