

BBA-101

ENGLISH I

Time Allotted: 3 Hours

Full Marks: 70

The questions are of equal value.

The figures in the margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

GROUP A

(Multiple Choice Type Questions)

1. Answer all questions.

10×1 = 10

(i) 'To face the music' means

(A) to enjoy life

(B) to accept punishment

(C) to face easy things

(D) music sung by mouth

(ii) The speaker of a message is also known as

(A) encoder

(B) medium

(C) channel

(D) decoder

(iii) Administration of a government chiefly through officials called:

(A) oligarchy

(B) democracy

(C) bureaucracy

(D) autocracy

(iv) The word condemn does not mean

(A) Avoid

(B) hate

(C) worship

(D) underrate

(v) The word Extravagant is the opposite of

(A) expensive

(B) unlimited

(C) thrifty

(D) proud

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- (vi) The antonym of the word affluent is
(A) prosperous (B) poor
(C) talkative (D) close
- (vii) Grapevine is a/an _____ kind of communication
(A) formal (B) informal
(C) managerial (D) common
- (viii) He _____ on the grass
(A) lay (B) lie
(C) lied (D) lain
- (ix) The word candid means
(A) frank (B) happy
(C) angry (D) jealous
- (x) He found the food inedible 'inedible' means
(A) polluted
(B) unfit for human consumption
(C) eatable
(D) vitiated

GROUP B
(Short Answer Type Questions)

Answer any *three* questions.

3×5 = 15

2. Fill in the blanks with suitable form of the words given in brackets:

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- (a) The pen is _____ than the sword. (mighty)
(b) The Eiffel Tower is _____ than Qutab Minar. (tall)
(c) The multimillionaire Mr. Sen is the _____ in the town. (rich)
(d) The piano was knocked down to the _____ bidder. (high)
(e) Mt. Everest is the _____ peak of the Himalaya. (high)
(f) Of all countries, China has the _____ population in the world. (high)

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- (g) This is the _____ of my two sons. (young)
- (h) He is the _____ friend I have. (good)
- (i) Mani is two years _____ than Rafi. (old)
- (j) Sind is the _____ part of Pakistan. (dry)

3. Rewrite the following sentences according to the instructions given:

5

- (i) (I) Your voice is not loud enough to be heard at the back of the hall.
(II) You will _____
- (ii) (I) He firmly believes that the Taj Mahal is a Hindu palace.
(II) It is _____ (CONVICTION)
- (iii) (I) A new refrigerator is beyond my means at present.
(II) I _____ (AFFORD)
- (iv) (I) Our neighbours complained to the police that our dog had attacked them.
(II) The police _____
- (v) (I) Whether it is summer or winter, my father has a cold bath in the morning.
(II) Summer _____

4. Insert appropriate prepositions:

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- (a) She did not agree _____ my proposal.
- (b) The dealer deals _____ Japanese silk.
- (c) The dacoits set the locality _____ fire.
- (d) My request has been turned _____ by her.
- (e) He handed _____ his business to his son.

5. Fill in the blank with the correct form of the verb given in the brackets:

- (a) He ran as quickly as he _____. (can)
- (b) If he _____ hard, he would have passed in the examination. (work)
- (c) Everything he told me, I _____ before. (hear)
- (d) Kamal walks as if he _____ lame. (to be)
- (e) The higher you go, the difficult it _____ to breathe. (to be)

6. Correct the grammatical errors, if any, in the following sentences, and rewrite the corrected sentences:

- (a) Two-thirds of the city are in ruins.
- (b) Hari made the payment by cash.

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- (c) Lead is the most heaviest metal on earth.
- (d) My friend who studies in New Delhi is a M.A. in Sociology.
- (e) We arrived at the station but the train has already left.

GROUP C
(Long Answer Type Questions)

Answer any *three* questions.

3×15 = 45

- 7. On completion of MBA, you wish to explore faculty positions in Marketing Management in Institute of Management Studies, New Delhi. Draft a persuasive unsolicited letter focusing on your educational and professional skills. Attach your resume alongwith. 10+5
- 8. Write an essay (in not more than 250 words) on any of the following topics: 15
Future prospects of online shopping or Money laundering
- 9. Assume yourself to be the Director of Infotech Solutions. Write a letter to Ms Aditi Bhargav, HR, Deloitte India, requesting to conduct a training session for your associates on updated techniques of corporate communication.
- 10. Write a precis of the following passage and add a suitable title to it.
Silence is unnatural to man. He begins life with a cry and ends it in stillness. In the intervals he does all he can to make a noise in the world, and there are few things of which he stands in more fear than of the absence of noise. Even his conversation is in great measure a desperate attempt to prevent a dreadful silence. If he is introduced to a fellow mortal, and a number of pauses occur in the conversation he regards himself as a failure, a worthless person, and is full of envy of the emptiest headed chatter box. He knows that ninety nine per cent of human conversation means no more than the buzzing of a fly, but he longs to join in the buzz, and to prove that he is a man and not a wax-work figure. The object of communication ideas; it is to keep up the buzzing sound.
- 11. As Student Coordinator of the Fest Committee of your college, write an invitation letter to the Heads of different institutions inviting their students to participate in the programme to be held on 3rd and 4th January 2015, giving details of the events that you will be organizing.