

GUJARAT TECHNOLOGICAL UNIVERSITY
MBA (Integrated) – SEMESTER – 1 • EXAMINATION – WINTER 2018

Subject Code: 2517101**Date: 24/12/2018****Subject Name: Business English (BE)****Time: 10:30AM to 1:30PM****Total Marks: 70****Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

- Q.1 (a)** Fill in the blanks with the correct tense forms of the verbs in the brackets: **07**
1. We usually go to Singapore on a holiday, but this year we _____ (go) to Bangkok.
 2. John usually _____ (drink) coffee in the morning, but today he _____ (drink) tea.
 3. If he _____ (work) hard, he will pass.
 4. By this time next year he _____ (complete) the construction of his house.
 5. He _____ (write) a novel since October last, and he is about to finish it.
 6. A good player _____ (practice) every day.
 7. Heat _____ (expand) and cold _____ (contract).
- (b)** Differentiate between Direct and Indirect Speech with examples. **07**
- Q.2 (a)** Describe various uses of Preposition as part of speech. **07**
- (b)** Explain Conjunctions usage in help of examples. **07**
- OR**
- (b)** Describe Report Format and illustrate pointers required to frame body of Report made. **07**
- Q.3 (a)** Explain Barriers to Listening in brief. **07**
- (b)** Write short note on Speaking as a Basic Communication Skill. **07**
- OR**
- Q.3 (a)** Explain Reading Techniques with situational examples. **07**
- (b)** Draft a complain Letter to online shopping site for receiving Damaged Goods. **07**
- Q.4 (a)** Write a composition on “Mobile Phones on Campus” in 200 words **07**
- (b)** Explain Punctuations with suitable examples. **07**
- OR**
- Q.4 (a)** What is Business Letter? Explain Components of a Business Letter with the help of its Layout. **07**
- (b)** You eat at your college cafeteria on lunchtime. However, you think it needs some improvements. Write a letter to the college authority – **07**
1. Explain what you like about the cafeteria
 2. Say what is wrong
 3. Suggest how it could be improved
- Q.5 (a)** Write Precis for the following paragraph : **07**
- Teaching is the noblest of professions. A teacher has a sacred duty to perform. It is he on who rests the responsibility of moulding the character of young children. Apart from developing their intellect, he can inculcate in them qualities of good citizenship, remaining neat and clean, talking decently and sitting properly. These virtues are not easy to be imbibed. Only he who himself leads a life of simplicity, purity and rigid discipline can successfully cultivate

these habits in his pupils.

Besides a teacher always remain young. He may grow old in age, but not in spite. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair.

(b) Rewrite the following changing the active sentences to passive and passive sentences to active. **07**

1. The thieves have been arrested by the police.
2. We have shipped your order.
3. The guests enjoyed the party.
4. A girl from Chennai won the first prize.
5. They are painting the walls.
6. The car has been fixed by the mechanic.
7. She accepted their invitation with pleasure.

OR

Q.5 (a) Describe the features of effective speaking. **07**

(b) Write a job application letter with a covering to Tata Consultancy Services for the post of Process Manager. **07**
