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BEGE-104

BACHELOR'S DEGREE PROGRAMME

(BDP)

Term-End Examination

December, 2021

BEGE-104 : ENGLISH FOR BUSINESS

COMMUNICATION

Time : 3 Hours

Maximum Marks : 100

Note : *All the questions are compulsory.*

1. Read the passage given below and answer the questions that follow :

Walking is the key to fitness for people of all ages. It is a natural habit which one learns

from an early age and can become an insurance against major health problems. People generally have the wrong idea that vigorous exercise is the only way to keep fit. What they don't realize is that walking, which requires less effort, can be as beneficial as any exercise.

Walking can be especially effective in curing obesity, from which many of us suffer. Though it happens mostly in middle age, it can occur at any stage of life. Obesity in childhood and adolescence is likely to be followed by obesity in adult life. Many housewives lead sedentary lives and tend to be obese. Regular walking is recommended as the first step towards weight reduction because housewives find it an easier form of exercise. An hour's walk at 3 miles an

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hour will burn about three hundred calories. This may seem a small amount, equivalent to about 30 grams of fat, but if the daily walk becomes a habit it could add up a weight loss of nine kilograms in a year.

Some people believe that walking for exercise may adversely affect the heart since it is harmful. This is a myth. There is no evidence to support this belief. In fact, walking and mild exercise are prescribed to persons recovering from heart disease. It helps to reduce weight, improves work tolerance, and allows more physical activity to be undertaken with relatively less strain on the heart.

(I) How is walking beneficial ? 2

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(II) Why do housewives become obese ? How can walking help them ? 2

(III) What is the myth regarding walking for exercise ? 2

(IV) Give a suitable title to the above passage. 1

(V) Give synonyms of the following words from the passage : 5

(i) Vigorous

(ii) Beneficial

(iii) Adverse

(iv) Relatively

(v) Prescribed

2. (a) What is the importance of having a good portfolio ? Have do you think one should arrange one's documents in a portfolio ? 6

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(b) You have read an advertisement in The Times of India, for the position of an accountant in a multinational company.

Write a suitable job application. 6

(c) Fill in the blanks with suitable prepositions : 4

(into, by, out, on, with, to, behind, against)

(i) This encyclopaedia is a valuable addition our library.

(ii) Comewith all the facts at once.

(iii) A complaint was immediately lodged him.

(iv) Much can be said this issue.

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3. (a) What are some of the things that a candidate must avoid in an interview ? List at least **six** points. 6

(b) Indicate whether the following statements are true or false : 4

(i) There are no rules for participating in a group discussion.

(ii) In group discussions, participants are usually divided into two groups.

(iii) Group discussion is an important tool for testing candidates for recruitment.

(iv) Participants must have pre-determined opinions and shout down views they do not like in a group discussion.

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4. (a) Do you agree that a telephone conversation is more difficult than a face-to-face conversation ? Why/Why not ? Give reasons. 6

(b) Rewrite the following sentences into meaningful and polite expressions that you would use in making or receiving calls : 4

(i) Ask the caller who he is and why he has called.

(ii) Express your inability to connect the caller to the desired person.

(iii) Tell the caller that you will send the mail as soon as possible. Is it to be copied to someone else ?

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(iv) Confirm with your boss if 1 : 30 p.m. on Wednesday is okay with him for a meeting with Mr. Kalra.

5. (a) You are the librarian of a college. You wish to update your library by buying the latest books. Write an e-mail to leading publishers requesting them to send their catalogues so that you may be able to place an order. 5

(b) Write a memo banning smoking in the office premises. 5

6. Write a letter to the Director of the Oriental Insurance Company informing him of the loss of stock due to fire in your garment factory. 10

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7. You have conducted a survey in Delhi Government schools and the findings indicate that the current education system is flawed. Write a report suggesting measures to improve the current education system. 10

8. (a) "An effective presentation has an excellent beginning and an end." Do you agree ?
What steps do we need to follow in order to prepare a good beginning and an end of a presentation ? 6

(b) Why do presenters fear the question and answer session at the end ? How should one prepare to handle questions on one's presentation ? 6

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9. (a) You are planning to hold a meeting to organize "Family Day" in office for all the employees. Draft a notice with an agenda for the meeting. 5

(b) What should be the role of the chairperson of a meeting to ensure that the meeting is conducted in a fair manner ? 5

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