BACHELOR'S DEGREE PROGRAMME (BDP)

Term-End Examination
December, 2023
BEGE-104 : ENGLISH FOR BUSINESS COMMUNICATION

Time : 3 Hours   *Maximum Marks : 100*

Note : Attempt all questions.

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

   After he was married Chang sat at home all day and played with his wife. He gazed endlessly at her beautiful face and stopped going out. He gave up his job and remained day and night with his wife. It went on and on but even the largest fortune is exhausted if one does nothing. In two years all his wife's jewels

and everything they had was pawned or sold and they were left without a penny.

His wife was upset. "Since his marriage my husband just sits around doing nothing. We shall no longer have the wherewithal to live," she thought. So she upbraided him saying, "You really can't stay at home all day. All men must go to work." But Chang thought anxiously, "If I went out another man could come and flirt with her."

Now their poverty became unbearable. Finally, one morning he decided to go out for work. On his way he met a queer-looking man. As they walked together Chang told the stranger his story. "I am so unhappy at leaving my wife unguarded at home as I must look for work to enable us to survive." The stranger said, "The simplest thing is to bottle up your wife. I will give you the bottle and everyday when you

leave you will only need to blow into the bottle and she will vanish inside at once. Turn the bottle upside down and she will come out. Keep the bottle with you always and you will never lose your wife." Then he handed Chang a three-inch bottle and disappeared.

Next morning, Chang tried the gift. He looked at his wife who was combing her hair and secretly blew into the bottle. The woman lost consciousness only to find herself inside the bottle. Chang put the bottle in his pocket and went happily to work.

One day Chang had to leave his wife back to do the washing. He forgot to keep the bottle with him. While washing clothes by the river the wife found the bottle in the pocket. As she wondered why her husband had forgotten it, a handsome youngman passed by. She looked at

him and inadvertantly blew into the bottle. Just then the youngman disappeared. She put the bottle back in her husband's clothes. The next day Chang, as usual, blew into the bottle while going out and his wife disappeared.

In the evening, on his return, as he tipped the bottle, a handsome youngman appeared along with his wife. Amazed, he said to himself, "I thought my wife was safe in a bottle, but there's a man with her ! How impossible it is to keep a beautiful woman safe !"

Questions :

(i)   Why did Chang stop going to work ?   2

(ii)   What was the result of his not doing any work ?   2

(iii) How did Chang's wife react to his stopping to work ?   2

(iv)   What was the real reason behind Chang staying with his wife all the time ?   2

(v) What did the stranger give to Chang and why ? 2

(vi) How did Chang safeguard his wife against other men ? 2

(vii) What mistake did Chang do on the day he left his wife at home to do the washing ? 2

(viii) What conclusion did Chang reach when a man emerged from the bottle with his wife ? 2

(ix) Pick out words from the passage which have the same meaning as : 2

(a) spent and finished

(b) means of survival

(x) Give a suitable title to the passage. 2

2. What is a memorandum ? What are its features and uses ? 15

3. As Secretary to the Managing Director, India Garments, prepare the minutes of the meeting in which modalities for organising the upcoming garments exhibition were finalised. 15

4. Discuss the various skills required for an effective presentation. 15

5. In response to an advertisement published in a national newspaper requiring a Sales Manager in a soft drinks company, write your letter of application and your C. V. 15

6. (a) Fill in the blanks using the appropriate form of the word given in the bracket :

1×5=5

   (i) I .... my office by 9.00 a.m.

   (reach)

   (ii) He .... all the money and left.

   (take)

   (iii) We .... the food as it had gone bad.

   (eat)

   (iv) The maid .... the spices on a grinding stone. (pound)

   (v) The labourers ran away from the .... house. (burn)

(b) Fill in the blanks with the appropriate phrasal verb : 1×5=5

break out, break up, break off, break down, break into

(i) Company 'A' .... its business relations with Company 'B' over delay in delivery of goods.

(ii) Some thieves .... the chairman's office yesterday.

(iii) She .... completely when she heard about her poor results.

(iv) Thousands of people died when cholera .... in Bengal.

(v) She is dating Mr. Raman after her .... with Mr. Kunal.

(c) Change the following into passive voice :

1×5=5

(i) China producer cheap mobile hand sets.

(ii) Newton formulated the gravitational theory.

P. T. O.

(iii) They have knocked down the shopping complex.

(iv) They will finish the project by the next December.

(v) Someone hit my car from the back.

(d) Form questions for the following replies :

1×5=5

(i) He is going to Mumbai tomorrow.

(ii) He could not come to the college because he had fever.

(iii) The police took the injured man to the hospital.

(iv) Grandma told me a fairy tale.

(v) The speaker will invite questions after he finishes his talk.