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**BEGE-104**

**BACHELOR'S DEGREE PROGRAMME  
(BDP)**

**Term-End Examination**

**June, 2024**

**BEGE-104 : ENGLISH FOR BUSINESS  
COMMUNICATION**

*Time : 3 Hours*

*Maximum Marks : 100*

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**Note** : *Answer all questions.*

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

The state of Odisha is on the east coast of India, its shores are washed by the water of the Bay of Bengal. It has a very ancient history. It is first mentioned in the old records during the time of Asoka, who reigned in India three hundred years before Christ. In those days Odisha was

**P. T. O.**

known as Kalinga and was a very powerful kingdom. It was the conquest of Kalinga by Asoka that changed him from a war like king into a disciple of Buddha. The sight of the death and destruction caused by the Kalinga war greatly upset Asoka, and he was overcome with sorrow and grief. From that moment he decided to change his life and to conquer by love instead of by sword. The state of Odisha has an area of more than 1,55,000 square kilometres with a population of nearly forty two million. It is chiefly an agricultural state, though new industries have now been started. The chief mineral products are iron, coal, manganese and mica. In fact, 60 percent or more of Indian ore comes from the state of Odisha. The crowning glory of Odisha is the town of Puri, in which is situated the famous temple of Jaganath. To visit Odisha without seeing Puri would be like

paying a visit to Agra without seeing the Taj Mahal.

- (a) What was the ancient name of Odisha ? 3
- (b) Name the event which brought about a great change in the life of Asoka. 3
- (c) Name the tourist attraction of Odisha. 3
- (d) Find words in the passage which are close in meaning to the following words : 3
- (i) shore
  - (ii) victory
  - (iii) ruled
- (e) Write the group name of iron, coal, manganese, mica. 2
- (f) Give a suitable title to the passage. 3
- (g) Use the following words/phrases in your own sentences : 3
- (i) crowning glory
  - (ii) overcome
  - (iii) conquer

2. How would you define a portfolio ? What are the basic differences between a portfolio and a resume ? 15
3. 'Your C. V. is your most important weapon when it comes to job hunting.' Do you agree with the statement ? What are the features of a good C. V. which can catch the attention of an employer ? 15
4. In response to your application you have been offered the job of an anchor in a private television channel. Write a letter accepting the offer, stating how soon you would be able to join. 15
5. As a Company Secretary of Grasim Industries, send a notice to the shareholders of the company regarding the Annual General Meeting of the company, State the date, time and venue. Also state the detailed agenda of the meeting. 15

6. (a) Rewrite the following sentences in the passive voice : 5

(i) My father gave me this watch on my birthday.

(ii) Maruti Udyog manufactures thousands of cars every year.

(iii) The judge pronounced a very harsh verdict.

(iv) The maid cleans the floor every morning.

(v) Mrs. Khanna teaches us English.

(b) Rewrite the following sentences correctly :

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(i) When I was young I use to run very fast.

(ii) No sooner did I reach the station when the train left.

- (iii) You can't get good marks unless you don't work hard.
- (iv) Taj Mahal was built by Shahjahan.
- (v) When I reached home my mother has already left for the market.
- (c) Rewrite the following sentences in indirect speech : 5
- (i) The general said to the soldiers, "Take your positions."
- (ii) Ravi said, "Mom I am planning to migrate to Canada."
- (iii) Mother said, "Ravi, why are you so quiet today?"
- (iv) "I don't deserve to sit on this throne," said Bharat.
- (v) Rashmi said, "Children, the sun rises in the east."

(d) Add tag questions to the following sentences : 5

(i) Neelam is a very common name, ..... ?

(ii) Our country has made a lot of progress, ..... ?

(iii) Sita and Gita are very hard-working, ..... ?

(iv) You are not going to migrate to Singapore, ..... ?

(v) Let's go for a picnic, ..... ?