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Total No. of printed pages = 04

Monsoon, 2023
UG Semester Examinations
Accelerating English Language Skills
Course Code: BEN23171T

Full Marks – 50

Time – 2 hours

The figure in the margin indicates full marks for the questions.

I. Select the correct answer from the Multiple Choice Question (MCQ) given below 1x10=10

- 1) Choose the correct statement:
 - a) My aunt who lives in Mumbai is a doctor.
 - b) My aunt, who lives in Mumbai, is a doctor.
 - c) My aunt, who lives in Mumbai is a doctor.
 - d) My aunt who lives in Mumbai, is a doctor.
- 2) Choose the correct statement:
 - a) I met a beautiful-European woman.
 - b) I met a beautiful; European woman.
 - c) I met a beautiful European, woman.
 - d) I met a beautiful, European, woman.
- 3) In presentation which things play equal role?
 - (a) Content and voice
 - (b) Text and font
 - (c) Time and size
 - (d) Sort and indent
- 4) What should be used in presentation with the audience in mind?
 - (a) Language and techniques
 - (b) Font
 - (c) Symbols
 - (d) Styles
- 5) Choose the appropriate option with the correct punctuation marks for the given sentence:
 - a) The kit includes the following: a pen, a notepad, and an apple?
 - b) The kit includes the following; a pen, a notepad, and an apple.
 - c) The kit includes the following: a pen, a notepad, and an apple.
 - d) More than one of the above.
- 6) What is the proper way to address someone in a formal business setting.

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- a. Use their first name only
 - b. Address them by their title and last name
 - c. Use a nickname if you know one
 - d. Avoid using any form of address
- 7) In a formal dining setting, where should your napkin be placed when leaving the table temporarily?
- a. On the chair
 - b. Crumpled on the table
 - c. On the floor
 - d. Gently folded on the left side of the plate
- 8) What aspect of grooming contributes to making a positive first impression during job interviews or business meetings?
- a. Wearing bold and attention-grabbing accessories
 - b. Having an elaborate hairstyle
 - c. Maintaining good personal hygiene and a neat appearance
 - d. Ignoring grooming altogether
- 9) When addressing a business letter, what is the appropriate placement of the recipient's address?
- a. At the top right corner
 - b. At the bottom left corner
 - c. In the centre of the page
 - d. Just below the salutation
- 10) I am interested ___ joining the new project team.
- a. in
 - b. at
 - c. by
 - d. with

II. Write the answers of the any four questions given below: (200 to 250 words) 5 x 2= 10

- 1) What is topic sentence and supporting sentence? Explain with relevant examples.
- 2) Write a brief paragraph on any two of the following topic sentences:
 - a) Food is an increasingly urgent environmental issue.
 - b) Social media is about conversations, community, connecting with the audience and building relationships.
 - c) Laughter helps you relax and recharge.
- 3) What are the characteristics of a complaint letter? Explain
- 4) Write the importance of grooming a personality for workplace?
- 5) What is the difference between a analytical and informational report?

III. Answer any three 10 x 3= 30 (out of 5 questions)

- 1) What are the important skills required in Presentation? Write the step-by-step approach to an effective presentation.

- 2) a. Read the passage and answer the questions that follow: 5+5 =10

Once upon a time, in a land far, far away, there existed an enchanted forest. The trees in this magical place were rumoured to grant wishes to those who could decipher the secret language of the forest. Many adventurers had tried and failed, but one brave soul named Elara was determined to uncover the mystery.

Elara ventured into the heart of the enchanted forest, where the trees stood tall and ancient. As she walked deeper, she noticed the leaves whispered in a language only the pure-hearted could understand. Elara listened attentively, and to her amazement, the trees spoke of a hidden path leading to the Fountain of Dreams, where any wish could come true.

With newfound excitement, Elara followed the guidance of the enchanted trees. Along the way, she encountered friendly creatures like talking squirrels and glowing fireflies that illuminated her path. The journey was not without challenges, but Elara's determination and kindness endeared her to the magical inhabitants of the forest.

Finally, after days of travel, Elara reached the Fountain of Dreams. She closed her eyes and made her wish. In an instant, the forest shimmered with magic, and Elara's wish was granted. As she left the enchanted forest, she felt grateful for the experience and the lessons it had taught her about the power of perseverance and goodness.

Questions:

- i. Where did Elara venture in search of the enchanted forest
- ii. What did the trees in the enchanted forest do for those who could understand their language?
- iii. What did Elara discover about the leaves in the enchanted forest?
- iv. What did the trees reveal to Elara about the Fountain of Dreams?
- v. Why did Elara encounter talking squirrels and glowing fireflies on her journey?

AND

- b. Write the paraphrase of the paragraph given below:

The rapid advancement of technology has significantly transformed the way we live and work. From communication to transportation, technology plays a pivotal role in our daily lives. As we embrace the digital age, our dependence on electronic devices has grown exponentially. This shift has not only altered our personal habits but has also reshaped industries, fostering innovation and efficiency. With the continuous evolution of technology, society is experiencing a profound impact, influencing everything from education to entertainment.

- 3) Assume you are Ms Sarita Kumar , a 1st semester undergraduate student studying under GCU with enrolment no. 12345 . You couldn't attend classes from 26th September to 28th September 2023

due to some medical emergencies. Write an application to the Head of the department through mentor for grant of leave for the above mentioned days.

- 4) Explain the structure of a manuscript report.
- 5) Write the difference between Complaint letter and Inquiry letter? Explain with example.

