142

Form No. Ex- 8

Particulars about the candidate and the subject are checked thoroughly and corrected where necessary.

Sl. No....... 232

CENTRE ROLL:..................

Seal & Signature of Officer-in-Charge

Invigilator

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Degree 1st Year Examination - 2013

Course - B. Com.

Paper : (I) English for Professional Studies

Enrolment Number : | | | | | | | | | | |

Medium of Answer :.............................

Question No.	Marks
Total =	

INSTRUCTIONS TO CANDIDATES

1. This booklet contains.......16.... Pages numbering...15.......
2. An Examinee is allowed to bring only Admission Card and Identity Card to the Examination Hall. Any Examinee found in possession of loose papers, books etc. is liable to be Expelled.
3. Enrolment No. and Medium of answer must be written legibly at the specified places. Examinee's name and any other identifying mark which reveals examinees identity shall not be written anywhere in the script.
4. For Making calculations, only the last page provided for rough work shall be used.
5. No pages of the script be torn out .
6. Calculators will not be allowed for making calculations in the examination hall. ***MOBILE PHONES are strictly prohibited in the examination Centre.***
7. No candidate will be allowed to leave or go out of the hall during the First hour of the Examination.
8. A candidate having completed his/her answer, the script must be handed over, to an invigilator before leaving the hall.
9. Contravention of any of the instructions mentioned above shall render a candidate liable for disciplinary action as per regulations of the University.

Examiner's Signature____________________

Scrutiniser's Signature____________________

Head Examiner's Signature:__________

DEGREE 1ST YEAR EXAMINATION, 2013

Course : B. Com.

Paper - (I) : English for Professional

Full Marks : 80 Time : 3 Hrs.

1. (a) Rewrite the following sentences using the verbs in brackets in their correct tense form. 1×3 = 3

   (i) It is a long time since I ..... him (meet).

   (ii) We at present ..... various steps to beautify our locality (take).

   (iii) He ..... in London for twenty years (live).

   (b) Fill in the blanks in the following sentences with appropriate articles. 1×2 = 2

   (i) He is ..... European.

   (ii) We live in ..... small flat.

   (c) In each of the following sentences there is a bold part : Each sentence is followed by four words. Choose the word that best express the meaning of the italicized bold part. 1×3 = 3

   (i) The decision was ***unanimous***.

   (a) agreed (b) discordant (c) timely (d) reasonable

   (ii) His lecture was ***monotonous***.

   (a) exciting (b) dull (c) learned (d) well-attended

   (iii) This area is ***prone*** to recurrent floods.

   (a) inclined (b) averse (c) near (d) causing

2. Rewrite the following sentences as directed $2 \times 8 = 16$

(i) God is all powerful (give the meaning of the underlind expression in one word)

(ii) Oliver was ..... in a poor house (fill in the blank with either (a) brought about or (b) brought up)

(iii) He enjoyed the film didn't he (punctuate the sentence correctly)

(iv) Being ill he could not attend the meeting (turn into a complex sentence)

(v) I was walking past a building. The building was under construction. (combine the sentences)

(vi) The medicine made me to feel more better (correct the sentence)

(vii) Write two types of barriers to communication.

(viii) What is verbal communication? Give two examples.

3. Answer any five of the following questions $4 \times 5 = 20$

(a) Discuss the structural Barriers. Why are they called 'filters'?

(b) What is a Filing system? What are the different methods of filing?

(c) What is the basis of the content of a memo?

(d) Discuss some of the common structural elements of Press Release.

(e) What are the advantages and disadvantages of project method?

(f) What are the main components of an Executive Summary?

(g) Write a short note on any one of the following :

(i) Layout (ii) Non-verbal communication (iii) Notice

4. Answer any two questions from the following $8 \times 2 = 16$

(a) Write about the different networks of communication.

(b) What are the essential features of communication? Why is communication important to the managers?

(c) As the manager of the H. R. Department, write a memo to the managers of all the departments of your organization to take steps to reduce absenteesm among the employees of the organization. Give your own suggestions in the matter.

(d) Prepare a project report in any of the following fields (i) IT (ii) Marketing (iii) Finance.

5. Answer any two of the following question $10 \times 2 = 20$

(a) Prepare a model executive summary of a report.

(b) What do you understand by communication channels? Discuss the two types of channels used by the manager.

(c) Write a report on the potential of eco-tourism in Assam.