

B.Com. (Part I) (Semester – II) (CBCS) Examination,

Oct./Nov. 2021

Ability Enhancement Compulsory Course (AECC – C2)

English for Business Communication, Paper II

Sub. Code : 71494

Total Marks : 50

Instructions – 1) All questions are compulsory.

2) Each question carries 2 marks.

Choose the correct alternative for the following and write in the given box.

1) The ----- letters are also called social letters.

A) business B) personal C) public D) love

2) We communicate our feelings and thoughts through ----- correspondence.

A) official B) personal C) domestic D) business

3) Business letters are the most ----- methods of communication.

A) informal B) systematic C) formal D) typical

4) New means of business correspondence is ----- .

A) Mobile Phone B) Landline Phone C) Letter D) E-mail or Fax

5) An official letter looks different from a ----- .

A) personal letter B) love letter C) social letter D) business letter

6) In any business, there will be some ----- .

A) financial fraud B) mistakes and mishaps C) work D) manufacturing

7) Circulars are also called ----- letters.

A) acknowledgement B) thank-you C) personal D) appointment

8) Communication through exchange of letters is known as ----- .

A) correspondence B) conversation C) good contacts D) dialogue

9) Ali has stolen ----- from his mother's box.

A) sweets B) fish C) banana D) tamarind

10) Adjective of word 'monster' is ----- .

A) monstrous B) monster C) monstrously D) witch

11) Telephone communication first came into existence in ----- .

A) 1876 B) 1900 C) 1944 D) 1800

12) A business phone call begins with an ----- .

A) reference B) greetings C) enquiry D) introduction

13) A ----- or office assistant is often required to take or give messages.

A) receptionist B) servant C) messenger D) postman

14) Madame Loisel's first name was ----- .

A) Jeanne B) Seine C) Mathilde D) Ramponneau

15) Loisel wished to go to Nanterre for ----- .

A) bird-watching B) fishing C) lark-shooting D) holidaying

16) Loisel had to attend office at ----- in the morning.

A) nine B) ten C) six D) seven

17) Mathilde selected a ----- necklace from Madame Forestier's jewels.

A) gold B) pearl C) diamond D) platinum

18) The verb form of the word 'pleasure' is ----- .

A) please B) happy C) pleasure D) glad

19) ESP means -----.

A) English for Special Purposes B) English for Social Purposes

C) English for Separate Purposes D) English for Specific Purposes

20) ----- is a powerful tool of advertising.

A) Adjective B) Language C) Tense D) Adverb

21) The main purpose of a ----- is to make data that is relevant to the company.

A) social report B) news report C) business report D) draft

22) ----- is the fastest way of communication.

A) Mobile B) Telegram C) Letter D) E-mail

23) ----- is the colour of special occasions.

A) Yellow B) Blue C) White D) Red

24) The poem 'I thank you God' celebrates ----- .

A) African Independence B) being black

C) African Slavery D) being white

25) The noun form of the word 'creatively' is ----- .

A) creation B) cricket C) cry D) creative

Answer Key of Set-1

Q. No.	Answer No.
1	C) public
2	B) personal
3	C) formal
4	D) E-mail or Fax
5	A) personal letter
6	B) mistakes and mishaps
7	A) acknowledgement
8	A) correspondence
9	A) sweets
10	A) monstrous
11	A) 1876
12	D) introduction
13	A) receptionist
14	C) Mathilde
15	C) lark-shooting
16	B) ten
17	B) pearl
18	A) please
19	D) English for Specific Purposes
20	B) Language
21	C) business report
22	D) E-mail
23	C) White
24	C) African Slavery
25	A) creation