

Seat No. **OCT_NOV_2024 WINTER EXAMINATION****11809 Bachelor of Commerce (NEP 2.0)****Sub. Name: AEC- 1-English for Business Communication - I****Sub. Code: 107076****Day and Date: DECEMBER ,09-12-2024****Total Marks: 40****Time: 10:30 AM To 12:00 PM**

Instructions: 1. All questions are compulsory
2. Figures to the right indicate full marks

Q1) A. Rewrite the following sentences by choosing the correct option. **[5]**

- i. When a group of letters is attached before the base word, it is called _____.
 - A. prefixation
 - B. blending
 - C. suffixation
 - D. acronyms
- ii. The word USA is an example of _____.
 - A. prefixation
 - B. blending
 - C. suffixation
 - D. acronyms
- iii. 'Oops! Something went wrong!' is an example of _____ sentence.
 - A. declarative
 - B. exclamatory
 - C. interrogative
 - D. imperative
- iv. 'Mohini is working on her project.' The underlined word in the sentence is _____.
 - A. a noun
 - B. an adjective
 - C. a verb
 - D. an adverb
- v. Shrinagar is _____ for its beautiful landscape.
 - A. knows
 - B. known
 - C. knew
 - D. knowing

B. Answer the following questions in one word or phrase or sentence **[5]**
each.

- 1) Which conjunctions are used in making compound sentences?
- 2) Which tense is used to convey the daily routine?
- 3) What are the two processes of affixation?
- 4) Write the adverb of the word 'total'.
- 5) How the word 'emoticon' is formed?

Q2) A. Choose the correct word from the given pair.

[10]

1. After listening to her songs, the audience _____. (applauded/applied)
2. Being mentally ill he is admitted to the _____. (asylum/ orphanage)
3. She always _____ western clothes. (wears/ ware)
4. Daily travelling may _____ your health. (effect/affect)
5. The word 'smog' is a combination of 'smoke' and '_____'. (log/fog)
6. The suffix _____ is used to change the word into verb. (-ize / -ment)
7. In the word 'ATM', the letter 'M' stands for _____. (Money/Machine)
8. In the word 'remaking' the prefix _____ is used. (ing / re)
9. In the sentence 'Asha always speaks softly.' the underlined word is _____ (a verb/an adverb)
10. In the word 'tricolour, the prefix 'tri' means _____. (to try /three)

B. Do as directed.

[10]

- 1) They work together for the growth of their industry. (Identify the tense)
- 2) I was taking a left turn at that moment. (Identify the tense)
- 3) Shut down the TV. (Identify the type of sentence)
- 4) Where do you buy your shirts? (Identify the type of the sentence)
- 5) They go for a walk every evening. (Change into negative sentence)
- 6) When I entered in the office, everybody was (work) on the computer. (Use correct form of the verb given in the bracket)
- 7) Though Ravindra prefers tea and bread for breakfast, he ordered pizza. (Change the sentence into Compound structure)
- 8) What a wonderful painting it is! (Change into Declarative sentence)
- 9) It is raining. I will take umbrella. (Join the sentences with conjunction 'so')
- 10) I shall learn English. (Change the tense into future continuous)

Q3) A. Use the given group of words and develop a paragraph into 8-10- sentences describing a process of opening an email account. [5]

selection of email service provider — visit to Google website --- looking for 'Create Account' option — filling of information with person's details --- creating user ID — creating strong password --- using letters-number and special characters — verification of account --- acceptance of terms and conditions --- personalize account to use.

B. Answer any One of the following questions in 8-10sentences.

[5]

1. Explain the types of sentences based on their functions
2. Elaborate the types of tenses with examples.

3. Exemplify the types of sentences based on their structure

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