

VINAYAKA MISSIONS RESEARCH FOUNDATION, SALEM**(Deemed to be University)****B.E./ B.Tech. DEGREE EXAMINATION – FEB– 2022****COMMON TO ALL BRANCHES****BUSINESS ENGLISH****(Candidates admitted under 2017 Regulations - SCBCS)**

Time: Three hours

Maximum: 100 marks

Answer **ALL** questions**PART – A (10 x 2 = 20 Marks)****1. Correct the following sentences using subject and verb agreement.**

- i) Each and every student have to attend the meeting.
- ii) He carried some luggages.

2. Predict suitable prepositions in the blanks provided.

- i) They are talking _____ the weather.
- ii) She is good _____ English.

3. Explain the sentences by showing cause and effect relations.

- i) She was late. She did not get the job.
- ii) He was sick. He went to consult a doctor. .

4. Write the meaning for the following phrasal verbs and make sentences of your own.

- i) Set aside
- ii) Call upon

5. Identify the stress for the following words..

- i) Congratulate
- ii) Embolden

6. Write sentences of your own using the idiomatic given.

- i) Feather in one's cap
- ii) Acid test

7. Write British English words for the following American English words.

- i) Color
- ii) Fiber

8. Write American English words for the following British English Words.

- i) Jewellery
- ii) Neighbor .

9. Write your own sentences for the following compound words.

- i) Animal behavior.
- ii) Boat house

10. Modify the given sentences by framing questions.

- i) She was late. She did not get the job.
- ii) He was tired. He went to bed early.

Part-B (5 x 10 =50 Marks)
Answer AnyFive questions

11. a) Discuss the negotiation skills required in the business scenario

OR

b) Write the important guidelines to be followed by the e-mail users

12. a) Write the types of Intonation.

OR

b) Prepare some tips for oral presentation.

13. a) Discuss the types of questions that may be asked in an interview

OR

b) Write an e-mail to the librarian-in-charge of the central library of your university requesting him to send you information regarding new arrivals in the library through e-mail.

14. a) Write s set of ten important instructions on how to ride a two wheeler safely.

OR

b) Write a book review on Mahatma Gandhiji's 'The Story of My Experiment with Truth'

15. a) Explain the types of technical article.

OR

b) Assume that you are Gupta, the Managing Director of Innovation Software, Limited.

You have to write a memo to all your sales staff informing them that the company has decided to give an incentive at the rate of 5 per cent to all the sales staff from July 2004.

16. a) Describe the advantages of Active listening

OR

b) Explain the techniques of Reading

17. a) Sketch the importance of using discourse markers

OR

b) Write a book review on Abdul Kalam's 'Wings of Fire'.

18. Write a memo to your office supervisor explaining him (or her) why you are coming late to the office. Mention the following reasons for coming late:

- Heavy traffic load
- A long queue at the company entrance gate
- The on campus parking problem you are facing

Part-C (2 x 15 =30 Marks)

Answer All questions

19.a) Write a set of 10 recommendations that should be followed by your brother who is sitting for the board exam

OR

b) Write group discussion on the topic “Modern youth a selfish and confused.

20. a) Write a letter to your Postmaster complaining about the non-delivery of a parcel.

OR

b) Rewrite the jumbled sentences in the correct order.

- i. If that strikes oil, then production wells can be drilled.
- ii. They carry out surveys from the ground and from the air using a variety of instruments. And they bore into the rocks to take samples.
- iii. When Petroleum engineers search for oil, they look for certain types of rock layers, or strata, which they know from past experience, can trap oil.
- iv. If it indicates that oil may be present, a test well is drilled.
- v. Oil is found underground trapped in the layers of rock.
- vi. When all the information is collected and analyzed, of the underground strata is obtained.
- vii. They also set off explosions in the ground and record the waves reflected from the underground rock layers.
- viii. This is called seismic surveying.

Sl.No.1168