

## BBA 2nd Semester Exam., 2022

## BUSINESS ENGLISH

Time : 3 hours

Full Marks : 60

## Instructions :

- (i) The marks are indicated in the right-hand margin.
- (ii) There are **SEVEN** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question Nos. 1 and 2 are compulsory.

1. Answer any six of the following as directed :

2×6=12

- (a) The person who is unable to pay his/her debts is
- (i) barbaric
  - (ii) bankrupt
  - (iii) benign
  - (iv) benevolent

( Choose the correct option )

- (b) 'Spoken or written in two languages' is
- (i) bias
  - (ii) biography
  - (iii) bilingual
  - (iv) binary

( Choose the correct option )

- (c) Convert the following sentence into active voice :

The assignment has been completed by the student.

- (d) What is the one word for 'person who does not believe in religion'?
- (e) What is the one word for 'lack of enough blood'?
- (f) Add prefix to the word 'symmetrical' to produce its antonyms.
- (g) Read the sentence and fill in the blank with a suitable word :  
Your opinion will not \_\_\_\_\_ (affect/effect) my decision.
- (h) Make a meaningful sentence using 'bring about'.
- (i) What is homophone?
- (j) What is homonym?

2. Answer any *three* of the following : 4×3=12

- (a) Provide some tips for effective communication.
- (b) What is kinesics? Name three signs of kinesic behaviours.
- (c) What constitutes body language? What role does it play in non-verbal communication?
- (d) What are the traits of a good listener?
- (e) Write an application for the post of a manager in a bank highlighting your skills and experience.

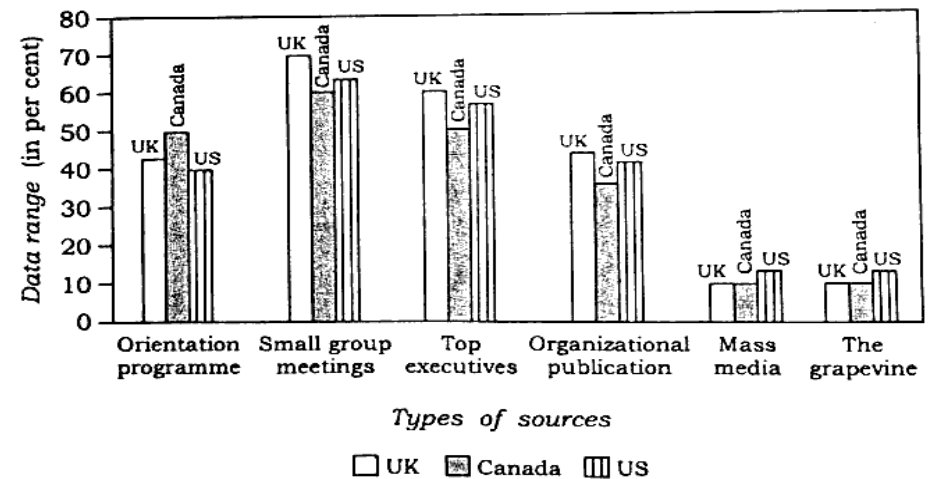
3. Discuss the features of effective delivery of a professional presentation. 12

4. "Cultural variations are one of the key barriers to professional communication." Comment. How would you overcome this barrier? 12

5. What are the ways in which you can develop your presentation contents? 12

6. What do you understand by proposal? Write about the characteristics and structural elements of technical proposals. 12

7. The bar chart given below provides the comparative figures of the major sources of information in the manufacturing organizations of three countries, namely, the United Kingdom, Canada and the United States. Interpret this chart and write a paragraph including the comparative analysis : 12



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