



**PBA-16080001030100** Seat No. \_\_\_\_\_

**Second Year B. Com. (Sem. III) Examination**

**November / December - 2018**

**English Language - 3**

*(Foundation Course in English - 3) (New Course)*

Time :  $2\frac{1}{2}$  Hours]

[Total Marks : 70

**Instructions :** (1) All questions are compulsory.  
(2) Figures to the right indicate the marks.

- 1 Write short note : (any **one**) **10**  
(1) Narayan Murthy's views on wealth  
(2) Bob
- 2 Answer the following questions briefly : (any **five**) **20**  
(1) What is the importance of moral values in life of a man of business ?  
(2) What should the temperament of a man of business be like ?  
(3) What role does an office play in business ?  
(4) How and why is dictating machine used in business ?  
(5) What inspiration do you draw from Bhatia's experience as an entrepreneur ?  
(6) What has recent work, by psychologist Carol Dweck, shown about people's mind set ?  
(7) Why do you think, Bob suddenly released Jimmy's arm ?
- 3 (a) Say whether the sentence is in active voice or passive voice. **5**  
(1) I am watching T.V. now.  
(2) The patient was examined yesterday.  
(3) I shall visit you tomorrow.  
(4) He will have completed the topic tomorrow.  
(5) The book will be published next week.  
(6) I have submitted my assignment.  
(7) A nice song was being sung at that time.  
(8) The roads of the town have been repaired recently.  
(9) You are instructed to read this book.  
(10) The patient had died before the doctor came.

- (b) Change the voice of the following sentences : **5**
- (1) Don't make noise.
  - (2) Who left the class early ?
  - (3) I like tea in the morning.
  - (4) The teacher asked him a question.
  - (5) You must do this work.
- (c) Do as directed : **5**
- (1) How fluently Misthy speaks English !  
(Turn into affirmative)
  - (2) This is very interesting book.  
(Turn into exclamatory)
  - (3) He always comes late in the class.  
(Turn into negative)
  - (4) Who can change the colour of Negroes ?  
(Turn into affirmative)
  - (5) We should respect the elders.  
(Turn into interrogative)
- (d) Give full forms of the following abbreviations : **5**
- (1) VAT
  - (2) IMF
  - (3) RSVP
  - (4) FAQ
  - (5) PTI
- 4 (a) Draft a resume for the post of a sales executive. **10**
- OR**
- Prepare a C.V. for the post of an assistan professor in commerce college with a suitable covering letter.
- (b) Expand the following idea in detail : (any **one**) **10**
- (1) Every cloud has a silverlining.
  - (2) Time and tide waits for none.