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**BEGE-104**

**BACHELOR'S DEGREE PROGRAMME**

**(BDP)**

**Term-End Examination**

**December, 2021**

**BEGE-104 : ENGLISH FOR BUSINESS**

**COMMUNICATION**

*Time : 3 Hours*

*Maximum Marks : 100*

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*Note : All the questions are compulsory.*

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1. Read the passage given below and answer the questions that follow :

Walking is the key to fitness for people of all ages. It is a natural habit which one learns

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from an early age and can become an insurance against major health problems. People generally have the wrong idea that vigorous exercise is the only way to keep fit. What they don't realize is that walking, which requires less effort, can be as beneficial as any exercise.

Walking can be especially effective in curing obesity, from which many of us suffer. Though it happens mostly in middle age, it can occur at any stage of life. Obesity in childhood and adolescence is likely to be followed by obesity in adult life. Many housewives lead sedentary lives and tend to be obese. Regular walking is recommended as the first step towards weight reduction because housewives find it an easier form of exercise. An hour's walk at 3 miles an

hour will burn about three hundred calories. This may seem a small amount, equivalent to about 30 grams of fat, but if the daily walk becomes a habit it could add up a weight loss of nine kilograms in a year.

Some people believe that walking for exercise may adversely affect the heart since it is harmful. This is a myth. There is no evidence to support this belief. In fact, walking and mild exercise are prescribed to persons recovering from heart disease. It helps to reduce weight, improves work tolerance, and allows more physical activity to be undertaken with relatively less strain on the heart.

(I) How is walking beneficial ?

2

- (II) Why do housewives become obese ? How can walking help them ? 2
- (III) What is the myth regarding walking for exercise ? 2
- (IV) Give a suitable title to the above passage. 1
- (V) Give synonyms of the following words from the passage : 5
- (i) Vigorous
  - (ii) Beneficial
  - (iii) Adverse
  - (iv) Relatively
  - (v) Prescribed
2. (a) What is the importance of having a good portfolio ? Have do you think one should arrange one's documents in a portfolio ? 6

- (b) You have read an advertisement in The Times of India, for the position of an accountant in a multinational company.

Write a suitable job application. 6

- (c) Fill in the blanks with suitable prepositions : 4

(into, by, out, on, with, to, behind, against)

(i) This encyclopaedia is a valuable addition ..... our library.

(ii) Come .....with all the facts at once.

(iii) A complaint was immediately lodged ..... him.

(iv) Much can be said ..... this issue.

3. (a) What are some of the things that a candidate must avoid in an interview ?

List at least **six** points.

6

- (b) Indicate whether the following statements are true or false :

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(i) There are no rules for participating in a group discussion.

(ii) In group discussions, participants are usually divided into two groups.

(iii) Group discussion is an important tool for testing candidates for recruitment.

(iv) Participants must have pre-determined opinions and shout down views they do not like in a group discussion.

(ii) He was crossing the road.

He had a fall.

(iii) She is very weak.

She can't run fast.

(iv) It was a rainy day.

The school was closed.

(v) She tried very hard.

She could not win the race.

5. (a) What do you understand by the terms subordinate and coordinate clauses ? Explain by giving *five* examples of each. 10

(b) Do as directed : 5

(i) Neera is too smart to be cheated by anyone. (Rewrite removing 'too')

(ii) Who built the Taj Mahal ?

(Rewrite in the passive voice)

(iii) Seema said, "Anju, I am going to London tomorrow."

(Rewrite in indirect speech)

(iv) Ashi is not as tall as her cousin.

(Rewrite using the comparative degree)

(v) Virat Kohli was declared as man of the match. (Rewrite in the active voice)

(c) Rewrite the following sentences correctly :

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(i) He is one of those who believes in God.

(ii) One of the two sisters have gone to Canada.

(iii) The Ganges is sacred river.

(iv) If I was you I would have accepted the job.

(v) Where you are going to spend the summer holidays ?



7. You have conducted a survey in Delhi Government schools and the findings indicate that the current education system is flawed. Write a report suggesting measures to improve the current education system. . . . . 10

8. (a) "An effective presentation has an excellent beginning and an end." Do you agree ? What steps do we need to follow in order to prepare a good beginning and an end of a presentation ? . . . . . 6

(b) Why do presenters fear the question and answer session at the end ? How should one prepare to handle questions on one's presentation ? . . . . . 6

9. (a) You are planning to hold a meeting to organize "Family Day" in office for all the employees. Draft a notice with an agenda for the meeting. 5
- (b) What should be the role of the chairperson of a meeting to ensure that the meeting is conducted in a fair manner? 5