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Paper ID [C0205]

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BBA (Sem. - 1st)

BUSINESS COMMUNICATION - I (English Language) (BB - 105)

Time : 03 Hours

Maximum Marks : 60

Instruction to Candidates:

- 1) Section - A is **Compulsory**.
- 2) Attempt any **Four** questions from Section - B.

Section - A

Q1) Do as directed.

(10 × 2 = 20)

- a) Use shall/will as required.
 - i) I fly to London tomorrow.
 - ii) We not fail.
- b) Join the sentences using, not only; but also./either; or
 - i) Mathematics is a difficult subject.
Physics is a difficult subject.
 - ii) Roopam may have started this college.
His brothers may have started his college.
- c) Fill in the correct verb according to the subject.
 - i) Many a man died for this country. (have/has)
 - ii) The cow as well as the bullock very useful. (is/are)
- d) Put 'articles' where necessary put across where no article is required.
 - i) honest man always speaks truth.
 - ii) boy acted like man.
- e) Fill in the blanks with suitable preposition.
 - i) I did not knock the door.
 - ii) He is a slave his desires.
- f) Punctuate the following to show that each can have two different meanings.
 - i) Kuljeet said Manu is a fool.
 - ii) You have misunderstood my friend.

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- g) Rewrite the sentences to make the idiomatic expressions clear.
- The market is **at a stone's throw** from my house.
 - He **turned a deaf ear** to my advice.
- h) Give the indirect speech of
- I said to him, "Do not hear any more of that".
 - "Do as I tell you at once", said the teacher angrily.
- i) Fill in the adverbs of degree
- Suman ran fast.
 - That shirt is big for you.
- j) Give the past tense of
- grind
 - beat

Section - B

(4 × 10 = 40)

- Q2)** Write an application for the post advertised below in The Hindustan Times and give your complete bio data.

SITUATION VACANT

Wanted senior accountant, Shaheen spinning mills, Baddi, M.Com, 5 years experience, must have knowledge of computers, accounting specialization, good communication skills, fluency in English, liasoning, salary no bar for deserving candidate, apply within seven days with passport size photograph and complete biodata to Manager, contact for details ph : 3425678.

- Q3)** Write a letter to Messers. Raman Hoisery Ludhiana, placing an order for shawls and sweaters of various sizes and designs for your showroom. You must mention details of terms agreed upon by both the parties regarding date of delivery and payment. The detail of advance cheque may also be included.
- Q4)** Write a memo to your employee a Cashier for being rude and rough with a customer while on duty, a written complaint has been lodged by three people against him. You are the Manager of ABC Bank at Railway Station Branch.
- Q5)** Write an essay on, 'Cottage Industry and Indian Heritage'.

Q6) Write an application as a Manager asking for LTA (leave travel allowance) for the month of June as your family plans to visit Bangalore.

Q7) Read the passage given carefully and answer the questions that follow :

OUR EARLIEST ANCESTORS

- (a) The story of our ancestors on their long road to human civilization begins in East Africa, at a gorge called Olduvai, where scientists stumbled across the fossilized remains of animals that provide an invaluable link with the past. What is more, quantities of strangely-shaped stones were found nearby, which could have been crude tools for cutting and slicing meat. Then came other significant discoveries-the fossilized remains of skulls, not altogether human, but with features markedly similar to those of humans. Such finds, together with the strangely-shaped stones, were likely evidence of creatures which were developing a primitive intelligence, and not relying just on jaws and teeth to get their food.
- (b) Even so, discoveries such as these are painfully few. This is not surprising when we consider how rare it is to find a few bones of anything that perished countless years ago. When a creature died on the open plains of Africa, the scent of its decay sooner or later attracted other animals of all kinds. They devoured the soft tissue and crushed the bones in their jaws. Hardly any trace of its existence would be left. A very few carcasses, however, sank into the muddy shores of lakes or rivers, where they lay hidden from other animals. Then the gradual process of fossilization began. Ever so slowly, bone and tissue turned into stone.
- (c) Fossil finds alone will not tell the whole story, however. Scientists have to take into account what the world was like when our earliest ancestors began to appear. Two million years ago, the gorge at Olduvai would have held a great lake, and around its shores animals would have swarmed in abundance. But their world was slowly changing as the planet underwent major alterations of climate. A drastic cooling of the earth's surface meant that the rich forests of Africa began to die off, and the almost endless canopy of trees broke up into scattered areas, each isolated from the other. So, too, the lush plants and vegetation began to dwindle; the forests no longer provided an ever ready supply of food for the creatures that roamed them, as bare, open grassland took over the landscape. Now, in their struggle to survive, they had to keep moving to

where food could be found. It was about that time, so scientists believe, that our ancestors emerged. They faced the same problems as their fellow creatures; they, too, had to learn how to search out food in the wide plains of Africa and acquire essential skills of survival.

- (d) But these ancestors of ours did not acquire these skills overnight, nor did they enter these open plains like people rushing to stake a claim in empty territory; they were competing for a place in an environment already significantly populated with other animals, experts by now in exploiting the food resources of the open plains. Our ancestors shared the same habitat with creatures that would snap at their feet, trying to steal their meal as they were eating it, or would pace menacingly around nearby. It was physically impossible to master them; our ancestors simply had to stay out of their reach.
- (e) Besides, life on the African plain was very much at the mercy of the different weather seasons. The dry season meant lean times, and many animals had to be content with tough, low-quality vegetation, which was the only food around in any quantity. But our ancestors did not go on depending on this poor quality food. They began looking for new opportunities to get at tastier foods.
- (f) What they discovered was that the African plains contained plants that hid their juicier parts underground. In the dry season, when other edible plants above ground grew scarce, the roots and bulbs of these special plants provided rich and healthy eating-but all of it below the surface, available only to animals that could claw it out. Lacking the specialized claws and teeth needed to get at these prized foods, our ancestors learnt how to fashion a stick or stone to dig out the succulent roots of plants.
- (g) By now our ancestors were clearly acquiring an even more valuable skill, that of knowledge-not just in knowing how to make simple instruments, but in knowing their own habitat in close detail. They came to recognize the habits of other creatures, and to turn them to their advantages. Circling vultures promised the remains of some animal killed not far away, a meal for the taking if they got there soon enough. They knew that adult antelopes, while impossible to catch, sometimes left their young in grass and went off to browse. Our hungry ancestors could pluck the infant like ready fruit, if they knew where to look.
- (h) In time they probably came to relay a great deal on communicating knowledge such as this to one another. This communication undoubtedly gave them the edge over many of their four-footed rivals in prizing out

the secret scraps of energy-giving food that dotted the landscape. They could make something of a living that way, if they relied on each other and carefully avoided known dangers. Our early ancestors managed to survive, not only barely. A hard road lay ahead on their progress towards dominion over the Earth. (875 words)

i) On the basis of your reading of the passage answer the following questions as briefly as possible.

- (1) Why did it take a long time to discover evidence of our ancestors?
- (2) What is the discovery that led the scientists to believe that the primitive man was not an unintelligent creature?
- (3) What are fossils? Why do scientists study fossils?
- (4) How did dwindling forests affect the life of our ancestors?
- (5) What threat did the wild animals pose for our ancestors?
- (6) Why was it not possible for our ancestors to master the animals around them?
- (7) How did knowledge of their habitat help our ancestors?
- (8) How did our ancestors manage to survive in the hostile conditions?

ii) Pick out the words/phrases from the passage which mean the same as :
(Do any 2)

- (1) Discovered something by chance (para 1).
- (2) Got control of (para 3).
- (3) In a situation where someone or something has complete power over you (para 5).

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