

Seat No. : _____

MI-115

May-2022

Int. M.Sc. (CA & IT), Sem.-II Commercial Communication

Time : 2 Hours]

[Max. Marks : 50

SECTION – I

Attempt any **three** Questions out of **five** Questions :

1. (A) Describe stages of writing business messages. 7
(B) Elaborate types of business letter. 7

2. (A) Write a letter to GTPL Ahmedabad asking for a new connection of internet at your office. 5
(B) Write a letter to the civil authorities requesting construction of new roads in your area. 5
(C) Write a letter of order cancellation to the jeans manufacturing company in China on the behalf of your company namely Roadster. 4

3. (A) (1) Write a letter congratulating your friend on the occasion of his/her engagement ceremony. 4
(2) Define following parts of speech with an appropriate example : 3
(I) Verb
(II) Conjunction
(III) Adjective
(B) (1) Fill in the blanks. (Select appropriate answer) 3
(I) A _____ is a word used to join sentences. (Noun, Verb, Conjunction)
(II) This Flower is very beautiful. Underlined word is called _____.
(Adverb, Verb, Preposition)
(III) The Sun shines bright. Word ____ stands as a Verb. (bright, shines, the)

- (2) Give Synonyms of : 2
 (I) Achieve
 (II) Add
 (III) Correct
 (IV) Difficult
- (3) Give Antonyms of : 2
 (I) Above
 (II) Adult
 (III) Fix
 (IV) Short
4. (A) Draw a figure of 'The Organs of Speech' indicating each organ and describe. 7
 (B) (1) Confusing words meaning with sentence 3
 (I) Principal/Principle
 (II) Poison/Venom
 (III) Week/Weak
 (2) One word substitute 2
 (I) A professional rider in horse races : _____
 (II) One who eats human flesh : _____
 (III) A place where orphans are housed : _____
 (IV) The art of beautiful handwriting : _____
 (3) Idioms with meaning & sentence 2
 (I) Ball is in your court
 (II) Action speak louder than words
5. (A) Difference in mentality of rich dad and poor dad. 7
 (B) (1) Define concept of assert. 2
 (2) Explain liability and inflation. 2
 (3) ESBL concept. In detail. 3

SECTION – II

(Question-6. is Compulsory)

6. Attempt any 8 : 8
 (1) Everybody likes _____ birthday presents.
 (A) get (B) getting
 (C) got (D) to getting.

- (2) Don't forget _____ your homework!
(A) do (B) to do
(C) doing (D) did
- (3) He cut my hair _____ today than last time.
(A) more quickly (B) more quick
(C) quick (D) quicker
- (4) Terry _____ sleeps in the afternoon. He considers it a waste of time.
(A) usually (B) often
(C) sometimes (D) never
- (5) Select the correct statements.
(A) The inspector was never more sure of the fact that Rajiv was lying.
(B) The inspector was never more surer of the fact that Rajiv was lying.
(C) The inspector was never most surer of the fact that Rajiv was lying.
(D) The inspector was never most sure of the fact that Rajiv was lying.
- (6) Find the synonym of the word fostering.
(A) Safeguarding (B) Neglecting
(C) Ignoring (D) Nurturing
- (7) A _____ verb is a verb that shows tense, number (singular or plural) or person.
(A) Finite (B) Non finite
(C) Anomalous (D) Irregular
- (8) Select the antonym of the word captivity.
(A) Independence (B) Freedom
(C) Confined (D) Oppress
- (9) _____ tense refers to events that have taken place in the past or an event that occurred continually in the past.
(A) Past (B) Present
(C) Future (D) Continuous
- (10) _____ is a part of speech that is used to qualify a noun or a pronoun.
(A) Adverb (B) Adjective
(C) Verb (D) Preposition
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