

2018

COMMUNICATIVE ENGLISH

(Commerce Group)

Full Marks – 50

The figures in the margin indicate full marks

Candidates are required to give their answers in their own words as far as practicable

THIRD DAY

(Writing Skill)

1. Rewrite the following sentences as per the instructions given within brackets without changing the meaning (*any five*) :

1×5

- (a) This sum is too difficult for me. (Replace 'too' with 'so')
- (b) An insensible man repeats his mistakes. (Rewrite using 'sensible')
- (c) Nobody can achieve total perfection. (Use the adjective form of 'perfection')
- (d) Nobody was absent. (Change to Affirmative)
- (e) We have been staying in Ballygunge _____ 2000. (Use from/since)
- (f) The herd of cows _____ (is/are) grazing in the field.
- (g) Santa was helped by Rudolf last night. (Change the Voice)
- (h) He _____ born in Kolkata. (Use was/has been)

2. Correct errors (if any) in the following sentences and rewrite them (*any five*) :

1×5

- (a) There are many deers in the forest.
- (b) Will I come in, Sir?
- (c) Rupa is inferior than Chitra in Chemistry.
- (d) I advice you to practice the sums.
- (e) He gave me many informations.
- (f) She is more prettier than all other girls in the village.
- (g) None of the students have purchased the book.
- (h) I prefer coffee than tea.

3. (a) Write a letter to the Principal of your college requesting him to organize a Career Counselling Workshop for the benefit of students. 10

Or

(b) In response to an advertisement published in The Statesman on 25th February, 2018, apply for the post of a Sales Executive dealing with Credit Cards of a reputed bank. Attach your C.V. 10

4. (a) A famous company is launching a new and updated laptop. Write a Press Release announcing the project and its objectives. 10

Or

(b) "MICROTECH COMPUTERS" held a meeting of its employees on 28th February, 2018 to discuss the serious problems of its employees. Record the proceedings with resolution taken in that meeting. 10

(Business Communication)

5. (a) Design a catchy advertisement highlighting the distinctive features of a new housing project coming up soon in the outskirts of your city. 10

Or

(b) The Employees' Association of a reputable business house submits a charter of demands to the Board of Directors seeking redressal of their complaints and grievances. Write an official report on it. 10

6. (a) Draw up an advertisement for recruitment of sales girls for a city showroom selling electrical and electronics goods. 10

Or

(b) As the Principal of XYZ College write a letter to M/s PQR Pvt. Ltd. seeking quotations with all details for the purchase of 5 LCD Projectors for smart classrooms in the college. 10