

B.Com. Semester - 3 (CBCS) Examination
Oct/Nov. -2019 (Old Course)
ENGLISH LANGUAGE – 3 (FOUNDATION)

Time: 2:30 Hours**Marks: 70****Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate marks.

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- Que-1 Attempt any one short note. (10)
1. Sabeer Bhatia
 2. Importance of Moral Values in Business.
- Que-2 Answer the questions. (any five) (20)
1. What role does an office play in business?
 2. Describe the immediate success that Hotmail achieved.
 3. How important is the ability to take decisions for a man of business?
 4. What are Narayan Muthy's views on wealth? Do you agree with them?
 5. What are the tools to communication that are used in an office?
 6. What inspiration do you draw from Bhatia's experience as an entrepreneur?
 7. What did the friends promise to each other?
- Que-3 (a) Transform the sentences as per the instruction given in bracket. (05)
1. I prefer coffee in the morning. (negative)
 2. That was a wonderful architecture. (exclamatory)
 3. Stop the car. (interrogative)
 4. What a great victory! (assertive)
 5. He posted the mail. (interrogative)
- (b) Change the voice. (10)
1. We have taken our lunch.
 2. Will you bring my bike from hostel?
 3. He handed me the key.
 4. Nimisha helped Ashish.
 5. Rina was cooking Chinese dish.
 6. My grandmother teaches me prayer.
 7. They will be singing songs at this time.
 8. You should respect seniors.
 9. British people had built this college.
 10. The gang broke the glass of building.
- (c) Give the full forms of following abbreviations. (05)
1. ASAP
 2. WHO
 3. BBC
 4. IMF
 5. IST
- Que-4 (a) Attempt any One. (10)
1. Write an Application for the Post of Junior Clerk in Kishan Cooperative Bank, Visnagar.
 2. Draft a Resume for the Position of Account in Multinational Company at Ahemdabad.
- (b) Write a short essay on any One. (10)
1. Practice makes man perfect.
 2. Action speaks louder than words.