

**MBA (INTEGRATED)
(SEM II) THEORY EXAMINATION 2022-23
BUSINESS ENGLISH-II**

Time: 3 Hours

Total Marks: 100

Note: Attempt all Sections. If require any missing data; then choose suitably.

SECTION A

1. Attempt all questions in brief.

2 x 10 = 20

- (a) Write down the parts of a paragraph.
- (b) Note down the biggest part of comprehension.
- (c) How dates can be written in business letter?
- (d) What do you mean by Slang?
- (e) Write down the characteristics of a good presentation.
- (f) Define Topic Sentence.
- (g) Enumerate the importance of coherentness in passage.
- (h) Explain the role of subscription in letter.
- (i) How do you write Vitamin in UK Pronunciation and US Pronunciation?
- (j) What do you understand by Flip Charts?

SECTION B

2. Attempt any three of the following:

10x3=30

- (a) Explain Paragraph. Also explain the paragraph structure:
- (b) Discuss comprehension. Also discuss the ways to solve the comprehension in the best way.
- (c) Describe all the seven parts of the letter which remain the same in letter writing.
- (d) What do you mean by Conversation? What are the sounds, you should know to speak with an American Accent? Discuss.
- (e) How much presentations are important in business meetings? What are its essential characteristics? Elaborate.

SECTION C

3. Attempt any one part of the following:

10x1=10

- (a) How to write a perfect paragraph? Explain all the steps to compose a perfect paragraph.
- (b) Discuss Précis writing. Discuss the rules and important features of a good précis.

4. Attempt any *one* part of the following: 10x1=10

- (a) Describe Personal letter. What should be the format of personal letter?
(b) Discuss the common English greetings and expressions.

5. Attempt any *one* part of the following: 10x1=10

- (a) Explain the elements of Presentation. Also explain the tips to make your presentation effective.
 (b) Describe the useful transition words to write a good paragraph.

6. Attempt any *one* part of the following: 10x1=10

- (a) What do you mean by Listening/Reading comprehension? What are the essential skills required for comprehension writing?
 (b) Write a letter to the HR manager for the post of marketing executive with reference to the advertisement published in Times Of India-Accent.

7. Attempt any *one* part of the following: 10x1=10

- (a) What are telephone etiquettes? What should be the key things and rules to remember for telephone etiquettes?
(b) How visual aids play a vital role in presentation? What are the important visual aids used in making presentations? Explain.

<https://www.aktuonline.com>
Whatsapp @ 9300930012
Send your old paper & get 10/-
अपने पुराने पेपर्स भेजे और 10 रुपये पायें,
Paytm or Google Pay से