



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)
Rasipuram - 637 408, Namakkal Dist., Tamil Nadu.

Department of English Question Bank - Academic Year (2021-22)

Course Code & Course Name : 21HSS01 & Business English

Year/Sem/Sec : I / I /

Unit-I: Communication and Business English

Part-A (2 Marks)

1. Define communication.
2. List out the process of communication.
3. Explain effective communication.
4. What are the types of communication?
5. Write a note on business operations?
6. Give a brief account on positive language.
7. Define verbal communication.
8. Define non verbal communication.
9. Explain the term effective communication.
10. Write a short note on business operations.

Part-B (16 Marks)

1. Elucidate and explain the objectives of communication. (16)
2. Give a detailed account on the importance of communication. (16)
3. What is process of communication? (16)
4. Give a detailed note on the barriers to communication and to overcome it? (16)
5. What is communication and explain its types? (16)

Unit-II :Grammar & Vocabulary

Part-A (2 Marks)

1. Define phrase with an example.
2. Define clause with an example.
3. Identify each item as an independent clause or a dependent clause:
 - i. Because it's the best solution.
 - ii. Working at this job is a lot of fun.
4. Identify the kinds for the sentences given below:
 - i). Where have you been since morning?
 - ii). Take this paper with you.

5. State whether the following sentences are simple, compound or complex:
Alice and James went to the park in the evening.
Rani went to the market and bought some flowers.
6. Write a sentence for the patterns given below:
SVIODO
SVOC
7. Add suitable prefixes or suffixes according to the meaning given:
 - a)reliant : able to decide things by oneself
 - b) contempt..... : showing contempt
 - c) require..... : something necessary
 - d)sonic : having a speed greater than that of sound
8. Match the words in column A with their synonyms in column B:

A	-	B
Innovative	-	Acidity
Affluent	-	New
Porridge	-	Abundant
Ferment	-	Soft food
9. Fill in the blanks with the appropriate forms of words:

Verb	Noun	Adjective
.....	creation	creative
Naturalize	nature
Expand	expandable
.....	specification	specified
10. Write the numerical expressions for the following:
 1. A lecture for two hours
 2. A project of 10 years

Part-B (16 Marks)

1. Explain the four kinds of sentences with examples. (16)
2. Describe phrases and clauses and their types with examples.. (16)
3. Use prefixes to get the opposite of these verbs: (16)
 - a) **Wrap**
 - b) **Use**
 - c) **Agree**
 - d) **Engage**
 - e) **Behave**
 - f) **Understand**
 - g) **Fold**
 - h) **Spell**
4. Define idioms and phrases with ten examples. (16)
5. Identify the error in the following sentences and correct them: (16)
 1. He speak the English.
 2. Anderson went to abroad.
 3. Though she is weak but she is active.
 4. One of the employee has got the award.
 5. Children prefer mobile games than story books.
 6. Though she is ill, but she attends the class.
 7. The manager with all the employees are present.
 8. If he had contacted me, I would help him.
 9. His father gave me a lot of advices.
 10. If I was a bird, I would fly.
 11. She is my cousin sister.
 12. No one know the answer.

13. Rosy is best student in our college.
14. A group of twelfth students are travelling together.
15. He goes to school by feet.

Unit-III : Writing CV and Letter of Application

Part-A (2 Marks)

1. What is called a message?
2. What is a notice?
3. Write a note on report.
4. Explain E-mail.
5. Give a brief account on advertisement and its types.
6. Write the role of Advertising in society.
7. Write a note on creative writing.
8. What is a covering letter?
9. State the difference between a resume and a CV.
10. What do you mean by career objective in a resume?

Part-B (16 Marks)

1. Write a letter to BHEL, requesting the General Manager to permit you to do practical training on the topic “Electrical Drives and Controls” for a month. 16
2. Write a letter to the editor of a newspaper highlighting any four problems faced by commuters in city buses. In your letter, suggest suitable measures to overcome the problems you have highlighted. 16
3. Write a letter to your sister consoling her for not being admitted to a subject of her taste, suggesting her better choice. 16
4. You are Raju, the Chief Editor of ‘Nature at your Backyard’ magazine. Write a message for your sub-editor, Ravi instructing him to arrange a meeting of the Editorial Board. 16
5. Mr.Makesh wanted to buy a suitable family car. So, one fine morning he went to a showroom to have a look at the various options available and to decide on the variant that most suited him and his family. Write 15 sets of conversation between Mr.Makesh and the Sales man. 16

Unit-IV : Job Interviews and Recruitment

Part-A (2 Marks)

1. What is job interviewing?
2. Define body language.
3. What is Gesture?
4. Give a brief account on how to overcome nervousness.
5. Explain the term public speaking.
6. Name any two types of interview.
7. Differentiate Recruitment and selection.
8. Define Radio interview.
9. Differentiate internal and external source of recruitment.

10. Explain the terms paragraph & essay.

Part-B (16 Marks)

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| 1. Write a paragraph on “Status of woman in Indian Society”. | 16 |
| 2. Define Body Language and write its importance. | 16 |
| 3. Write about Job Interview and Recruiting people in detail. | 16 |
| 4. Explain the term public speaking and how to become a better public speaker. | 16 |
| 5. Draft a Job Application for the post of Civil Engineer in a Company. | 16 |

Unit-V : Presentation and Grammar Usage

Part-A (2 Marks)

1. What is a presentation?
2. How can we make an effective presentation?
3. Punctuate the following sentences.
 - a) He was honest sincere hard working
 - b) Akbar the greatest of the mughal emperors ruled wisely
4. Choose the correct form of the verb that agrees with the subject.
 - a) Annie and her brothers (is, are) at school.
 - b) Either my mother or my father (is, are) coming to the meeting.
5. Outline the First Impressions in Presentations.
6. Explain the Importance of Punctuation.
7. Write the details of first impression its uses
8. State the three types of tenses
9. Define punctuation marks.
10. Where and how a bracket is used?

Part-B (16 Marks)

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| 1. Give five examples for Simple Present, Past and Future tenses with rules. | 16 |
| 2. Discuss the strategies of presentation in detail | 16 |
| 3. How to make PowerPoint presentation attractive? | 16 |
| 4. Discuss the importance of presentation | 16 |
| 5. Punctuation marks plays vital role in giving meaning for a sentence and so elucidate all the marks with examples. | 16 |