

MCS-15 : BUSSINESS COMMUNICATION

IMPORTANT QUESTIONS FOR TERM END EXAM by

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Question 1. Read the following passage and answer the questions given below it :

At this stage of civilization, when many nations are brought in to close and vital contact for good and evil, it is essential, as never before, that their gross ignorance of one another should be diminished, that they should begin to understand a little of one another's historical experience and resulting mentality. It is the fault of the English to expect the people of other countries to react as they do, to political and international situations.

Our genuine goodwill and good intentions are often brought to nothing, because we expect other people to be like us. This would be corrected if we knew the history, not necessarily in detail but in broad outlines, of the social and political conditions which have given to each

nation its present character. This knowledge about each other is also crucial for fulfillment of the ultimate vision — one world, one family. We need to identify common elements and celebrate differences to really arrive at a stage when we treat each other not only as companions but also like family members. The spirit of family, faith, freedom and sacrifice for the sake of sacrifice has to be the key.

- (a) According to the author, what determines the 'mentality' of a nation ?
- (b) What is not right on the part of
- (c) What are the values required to form a global family ?
- (d) What is the author's suggestion to all his fellow citizens ?
- (e) Pick out antonyms of the following words from the passage : fake, slavery

Question 2. Do as directed.

- (a) The college is celebrating its Foundation Day next week.
(Rewrite in passive voice)
- (b) We (must/should/ought) to respect
traffic lights at all times.

(Select the appropriate modal)
- (c) The girl was thirsty. The girl drank lime water. (Combine these sentences)
- (d) The match has been (called off/called up) by the umpires due to bad weather. (Select the appropriate word)
- (e) All men and women are rushing to the
garment store. There (could/must) be a sale going on.
(Choose the suitable option)

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Question 3. Write a note in approximately 150 words on the format of minutes of a meeting. Emphasize on the style and language used in writing it.

Question 4. Prepare your Curriculum Vitae (CV) for the post of Sales Manager in response to the advertisement given below :

Position : Sales Manager, Infosys

Qualification : Bachelor's Degree in Business Administration with sound knowledge of computer industry

Experience : Minimum 3 years in a reputed company

Job Profile : Managing Sales department at Bangalore office

Salary : As per industry standards

Question 5. Prepare a report of the Industrial/Field visit that you went to. Also mention the benefits that such visits lead to, specifically in terms of starting one's own enterprise