

SASTRA Deemed to be University
First Year – B.Tech Computer Science and Business Systems
First Continuous Internal Assessment – Nov 2022
ENG136 Business Communication & Value Science – I

Duration: 90 mts

Marks: 50

PART - A

Answer all the questions.

5x2=10 Marks

1) Identify the parts of speech of the underlined word.

- a) The man repeated the same thing thrice.
- b) The clothes did not dry as it was raining all night.

2) Change the following active sentences into passive voice.

- a) The police have caught the thief.
- b) She has learned her lessons.

3) Convert the following sentences into active voice.

- a) A photograph will be taken by Rita.
- b) The wounded woman was being helped by the people.

4) Change the following sentences into the passive to make them impersonal.

- a) They believe that she will win a gold medal.
- b) They say that Francis is in hospital.

5) Fill in the blanks using the correct form of the verbs.

- a) We _____ (visit) the seashore many times before but last summer we enjoyed ourselves more than ever.
- b) Archaeologists _____ (explain) recently that an ancient underground city around Cappadocia has long wide corridors where there are many special areas for making cheese and wine.

PART – B

Answer the following questions

2x5=10 Marks.

- 6) Explain any two business communication skills.**

7) Complete the following sentences using an appropriate word.

Choose your answers from the given options.

a) Buying the house without having it appraised was _____
(brazen, brash, impudent)

b) The plumber _____ the job and now the pipe leaks.
(bungled, abashed, chastised)

c) It was such a _____ state of affairs that we had to laugh.
(comic, categorical, brazen)

d) The senator's _____ made him intolerant of other countries.
(brashness, stupidity, chauvinism)

e) Without rules, people would live in a state of _____
(chaos, harmony, bungle)

PART – C

Answer the following questions.

3x10=30 Marks

8) Can you frame a story in the first-person narrative based on the given situation given below?

Sometimes something negative turns out to be positive - a "blessing in disguise." Describe a time in your life when something bad turned out to be good.

9) "Leadership is influence - nothing more, nothing less." – Explain the concept with any five leadership qualities.

10) Imagine yourself as the student coordinator of the fine arts club in your college. A workshop was conducted by the fine arts club for the freshers. As the coordinator, write a newspaper report.