



EXAMINATION PAPER

FACULTY : COMPUTER SCIENCE AND MULTIMEDIA
COURSE : BACHELOR OF INFORMATION TECHNOLOGY (HONS)
YEAR/ SEMESTER : FIRST YEAR / SEMESTER ONE
MODULE TITLE : BUSINESS ENGLISH
CODE : BIT 113
DATE : APRIL 25 - 2019, THURSDAY
TIME ALLOWED : 3 HOURS
START : 1:00 PM FINISH : 4:00 PM

Instruction to candidates

1. This question paper has THREE (3) Sections.
2. Answer **ALL** questions in Section A, MCQ.
3. Answer **5** questions in Section B, MSAQ.
4. Answer **2** questions in Section C, MEQ.
5. No scripts or answer sheets are to be taken out of the Examination Hall.
6. For Section A, answer in the OMR form provided.

Do not open this question paper until instructed

(Candidates are required to give their answers in their own words as far as practicable)

SECTION A

Multiple Choice Questions

(30*1=30)

1. I would like to present this report _____ your kind consideration.
 - a. to
 - b. in order to
 - c. so as to
 - d. for
2. I am sending you my curriculum vitae, as well as other information, _____ you will have a chance to study it before our interview.
 - a. so that
 - b. because
 - c. for
 - d. since
3. A topic sentence generally appears _____ of a paragraph.
 - a. at the end
 - b. in the end
 - c. for the end
 - d. at the beginning
4. When I went home, my roommate wasn't there, so I started to cook dinner. It is an example of a _____ sentence.
 - a. compound
 - b. simple
 - c. complex
 - d. mixed
5. My sentences are not meaningfully organized in a sequence. It means they are not in _____.
 - a. coherence
 - b. cohesion
 - c. transition
 - d. organization

6. The employees in our organization behave in a friendly manner. The underline word is a/an _____ :
- a. noun
 - b. adjective
 - c. adverb
 - d. conjunction
7. Finishing my homework before going to bed. It is an example of a _____.
a. fragment
b. simple sentence
c. complex sentence
d. mixed sentence
8. Do you know _____
a. Where Jack live?
b. Where Jack lives?
c. Where lives he?
d. Where does Jack live?
9. She did it because she _____.
a. could
b. should
c. would
d. done
10. Purchase is to sell as commodity is to _____.
a. goods
b. good
c. tool
d. tools
11. A dependent clause is not a sentence because it _____.
a. doesn't express a complete thought
b. is a short sentence
c. is very short sentence
d. is simple sentence

12. Plagiarism in academic writing refers to_____.

- a. the borrowing of others ideas as if it is your own without giving credit to the original author
- b. writing about the disease plague
- c. the process of giving credit to the original author
- d. the thesis statement

13. Which of the following is a verb?

- a. Rich
- b. Riches
- c. Enrich
- d. Richness

14. _____ is a reason connective.

- a. Because
- b. Due
- c. Although
- d. Though

15. _____ the profits are less, we are satisfied.

- a. In spite of
- b. Despite
- c. However
- d. Although

16. Which of the following is acceptable?

- a. The company was constructed at a hilltop
- b. The company was constructed in a hilltop
- c. The company was constructed on a hilltop
- d. None of the above

17. Which of the following can be used both as a noun and a verb?

- a. Mouse
- b. Keyboard
- c. Data
- d. Boost

18. She has _____ her meal.

- a. eat
- b. eats
- c. eaten
- d. eating

19. Athletes should be careful about their physical as well as mental health. The word mental is _____

- a. noun
- b. verb
- c. adjective
- d. adverb

20. They all came for the party _____ Rita

- a. but
- b. so
- c. since
- d. except

21. She usually _____ the baby down for sleep at this time.

- a. lies
- b. lied
- c. lay
- d. lays

22. _____ people are educated, the nation cannot develop.

- a. If
- b. Provided that
- c. Unless
- d. As if

23. A big earthquake took place _____ we all were preparing for the meeting.

- a. while
- b. when
- c. as soon as
- d. as long as

24. We look forward _____ your positive response.

- a. to receive
- b. to have received
- c. to receiving
- d. to have been received

25. A memo is a short _____ to be relayed within an organization.

- a. application
- b. notice
- c. resume
- d. c.v

26. Because the examination begins _____ time, you are all to be in the school in time.

- a. at
- b. on
- c. in
- d. for

27. The director took responsibility for hiring, firing, and _____.

- a. recruits
- b. recruiting
- c. to recruit
- d. recruited

28. Different opinions were presented in the workshop. This _____ was taken positively.

- a. difference
- b. differentiation
- c. indifference
- d. deference

29. Which of the following is the initial correspondence?

- a. Placing an order
- b. Cancelling an order
- c. An enquiry letter
- d. Complaint letter

30. Our manager put forward _____ unique idea to promote the sales rates.

- a. a
- b. an
- c. the
- d. nothing

SECTION B

Short Answers Questions

Answer any five (5) questions out of eight (8) questions (5*6=30)

1. Describe a letter of complaint. Write a sample letter of complaint inventing the necessary details yourself. (2+4)
2. A good speaker should have certain qualities. Explain them.
3. State about memorandum. Show the difference between a memorandum and a letter. (2+4)
4. Write a contrast paragraph on gender discrimination in Nepal.
5. Oral communication and written communication both have their own implications. Prove it with proper examples.
6. Give the meaning of apology letter. Write three major points that are to be taken into consideration while writing apology letter. (2+4)
7. “Technology is not just a tool. It can give learners a voice that they may not have had before” In the light of this sentence, Justify your answer.
8. Give your arguments on is it better to be married or single?

SECTION C

Long Answer Questions

Attempt any two (2) questions out of three (3) questions (2*20=40)

1. There has been much discussion recently about global warming. Do humans have the power to stop global warming? Write an essay including Introduction, Causes of the Problem, solution, and Conclusion on global warming.
2. Develop the topic sentences into paragraphs. (**Any four**) (4*5)
 - a. Communication plays a vital role in an organization
 - b. Social Media has great effects in advertising
 - c. Influences of mobile phones: pros and cons
 - d. Alcohol usage should be controlled
 - e. Smoking in public places has to be banned
3. In an advertisement you came to know the vacancy announcement of Dabur U.S.A. Company, a leading cosmetics producer in the world. Write an application letter why you are capable for the job and also include your resume. (8+12)

******BEST OF LUCK******