



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 09-2018, MONDAY
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

SECTION A

Multiple Choice Questions

(30*1=30)

1. **When people treat you with honesty, they are telling you _____.**
 - a. the truth
 - b. the lies
 - c. the tricks
 - d. the reasons

2. **It takes both skill and daring to complete a free solo climb.What does daring mean?**
 - a. obsession
 - b. courage
 - c. experience
 - d. patience

3. **Because experts disagree, there are many debates about climate change. What does a debate mean?**
 - a. The best ideas to fix a serious problem
 - b. Discussions where different opinions are expressed
 - c. Books and articles about a serious situation
 - d. Decisions to stop doing something

4. **Ilulissat is a coastal town that is known for its beautiful icebergs.What does coastal mean?**
 - a. Dangerous
 - b. Made of water
 - c. Without water
 - d. Near water

5. **The man was soothed by the music. What does soothed mean?**
 - a. Disgusting
 - b. Useless
 - c. Brave
 - d. Calmed

6. **Since then, I never heard anything from the company. It could be_____.**
- a. topic sentence
 - b. supporting sentence
 - c. concluding sentence
 - d. conclusion sentence
7. **Unusual, interesting, or exciting because it is from a foreign country.**
- a. Exotic
 - b. Billboard
 - c. Hold people's attention
 - d. Catchy
8. **"The government of Nepal plans to solve this problem." The best replacement that provides facts, examples, or explanations as a supporting detail is_____.**
- a. The government of Nepal does not like this situation and wants to solve the problem in any way it can.
 - b. The government of Nepal wants to protect Mount Everest and plans to solve the problem.
 - c. The government of Nepal will solve this problem by doing something to help the overcrowding and pollution.
 - d. The government of Nepal plans to solve this problem in part by limiting how many people are allowed to climb the mountain
9. **Most people are looking for everlasting love with one special person. What does everlasting mean?**
- a. New
 - b. Permanent
 - c. Easy
 - d. Interesting
10. **Marriage: divorce = pregnancy : _____.**
- a. infertility
 - b. commitment
 - c. traditional
 - d. love marriage

11. Surprised : shocked = enduring : _____

- a. temporary
- b. lasting
- c. continuing
- d. everlasting

12. My sister met a wonderful man online. _____ man lived in another city.

- a. A
- b. An
- c. The
- d. No article is needed

13. Incentive was provided to all staff _____ they could be motivated.

- a. so
- b. so that
- c. in order to
- d. so as to

14. _____ the organization would have developed more.

- a. If we worked hard
- b. If we were working hard
- c. Had we worked hard
- d. If we were hard working

15. _____ a proper communication plan is not made; timely work execution is not likely to occur.

- a. If
- b. As if
- c. Though
- d. Unless

16. A big earthquake took place, _____ many people lost their house.

- a. when
- b. while
- c. therefore
- d. but

17. The parrot was shot, and I felt sad. It is a _____ sentence.

- a. compound
- b. complex
- c. compound-complex
- d. simple

18. With a view _____ improving communication skills in English, he works hard.

- a. of
- b. to
- c. with
- d. for

19. A memo is _____ notice.

- a. an external
- b. an outside
- c. an unofficial
- d. an internal

20. Affect: resist = warn: _____.

- a. advice
- b. influence
- c. reassure
- d. dispute

21. Because of different opinions, the _____ on climate change continues.

- a. limits
- b. emissions
- c. fossil fuels
- d. debate

22. Q: Are some places _____ colder?

A: They might be.

- a. might be
- b. going to be
- c. may
- d. may not

- 23. “The government promised not to sign the Kyoto Agreement in the future” is the same to _____.**
- a. The government couldn't sign it in the future.
 - b. The government may sign it in the future.
 - c. The government will not sign it in the future.
 - d. The government might sign it in the future
- 24. The problems of climate change _____ reduced if we take action now.**
- a. could not
 - b. might be
 - c. may
 - d. may not
- 25. Neither of the companies ____ made a grand sale.**
- a. Has
 - b. Have
 - c. Will
 - d. Are
- 26. A lead sentence appears in _____ writing.**
- a. Advertisement
 - b. Essay
 - c. News
 - d. Notice
- 27. They could not make enough investment _____ the company was not established.**
- a. ; because,
 - b. ;therefore,
 - c. ,therefore,
 - d. .therefore:
- 28. All passengers in the bus have been fully _____**
- a. Assured
 - b. Assurance
 - c. Insured
 - d. Insurance

29. Which of the following is an informal word meaning expectation?

- a. Anticipation
- b. Hope
- c. Desire
- d. wish

30. The reception will be moved to the fifth floor and the account section to the fourth floor_____ the office is under renovation.

- a. Because of
- b. Due
- c. Because
- d. Yet

SECTION B

Short Answer Questions

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

1. Define inquiry letter. Write four major points that are to be taken into consideration while writing an inquiry letter. (2+4)
2. Show the differences between written communication and oral communication.
3. Write a short paragraph describing the status of women in your home culture.
4. Punctuate the following sentences. (2*3)
 - a. Communication plays a vital role for the development of an organization says our teacher.
 - b. Hurrah we have been rewarded as the best company of the year shouted the director along with the managers.
5. Develop two advertisements: a product and a vacancy announcement.
6. Prepare a speech on the role of youths in drug addiction control.
7. You are going to establish a multinational company. Discuss the things you would consider to make it a success. Write a paragraph.
8. Define memorandum. Explain the difference between a memorandum and a notice? Make a layout of a memo. (2+2+2)

SECTION C

Long Answer Questions

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

1. Answer the following questions:

- a. 'The benefits of technology are mostly enjoyed by the rich.' How far do you agree? Justify your answer with possible examples. (10)
- b. Write an essay giving new examples of how technology has increased the dangers of fraud in our world today. (10)

- 2. a.** Select a product of your choice and prepare an attractive advertisement with some features. (10)
- b.** You are an IT graduate, Takutaro Kinura, from Japan. Write a job application for the post of an IT officer to: (10)

The Human Resource Manager
Nepo Enterprise
Sector 9, Japan

- 3.** Develop the conversation between John, Anderson & Peter on the topic “A day without reading is a day wasted”.

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