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**Program: BIT  FM: 100  
Subject: BE PM: 50**

**Code: BIT 113 SET: A**

***Attempt All Questions (Group A)***

**MCQ (1x30=30)**

1. What should be avoided in a topic sentence?
2. Main idea
3. Simple sentence
4. Full stop
5. **Examples**
6. My sentences are not in the syntactic order. It means they are not in \_\_\_\_.
7. coherence
8. **cohesion**
9. cohere
10. coerce
11. My sentences are not semantically organized in a sequence. It means they are not in \_\_\_\_.
12. **coherence**
13. cohesion
14. transition
15. organization
16. The staff in our organization behave in a family manner. The underlined word is a/an\_\_\_\_\_\_ .
17. noun
18. **adjective**
19. adverb
20. conjunction

1. When it rains,we shall use a raincoat. It is an example of a \_\_\_\_\_ sentence.
2. compound
3. simple
4. **complex**
5. mixed
6. All staff are notified to attend the meeting or they will miss the rights to their votes. The sentence is an example of a \_\_\_\_\_\_ sentence:
7. **compound**
8. simple
9. complex
10. mixed
11. Employees will be moved to the fifth floor and they will share workplace because their office is under renovation. This sentence is an example of a \_\_\_ sentence.
12. Compound
13. Complex
14. Simple
15. **Compound complex**
16. They have not used the micro-oven at all. It means that the micro-oven has been\_\_\_
17. **Unused**
18. Misused
19. Abused
20. Disused
21. Which of the underlined is an adverb?
22. You are fasting.
23. You are taking a fast.
24. **Employees should execute the work fast.**
25. We are happy to get fast employees.
26. When we need to explain/ elaborate the ideas in detail, we use a \_\_\_\_:
27. **Long sentence**
28. Short sentence
29. Very short sentence
30. Simple sentence
31. Which of the following is acceptable?
32. The company was constructed at a hilltop.
33. The company was constructed in a hilltop.
34. **The company was constructed upon a hilltop.**
35. The company was constructed in a hilltop.
36. Which of the following is a verb?
37. Rich
38. Riches
39. **Enrich**
40. Richness
41. \_\_\_\_\_ is a reason connective.
42. Because
43. Due
44. Although
45. **Though**
46. \_\_\_\_ the profits are less, we are satisfied.
47. **In spite of**
48. Despite
49. However
50. Although
51. The meeting was held in the time \_\_ all staff concerned could be informed.
52. so
53. **so that**
54. in order to
55. as to
56. \_\_, sales would have been increased.
    1. If we labored hard.
    2. If we were laboring hard.
    3. **Had we labored hard.**
    4. If we had hard work.
57. \_\_\_\_\_ people are not educated; the nation cannot develop.
58. **If**
59. Until
60. Unless
61. As if
62. A big earthquake took place\_\_\_ we all were preparing for the meeting.
    1. **While**
    2. When
    3. As soon as
    4. As long as
63. We look forward \_\_\_\_ your positive response.
64. To receive
65. To have received
66. **To receiving**
67. To have been received
68. A memorandum is a short\_\_\_ to be relayed within an organization.
    1. application
    2. **notice**
    3. resume
    4. c.v
69. Because the examination starts \_\_\_\_\_\_time, you are all to be in the school in time.
    1. **At**
    2. On
    3. In
    4. For
70. The director took responsibility to hire, to fire and\_\_\_ staff.
    1. recruit
    2. **recruiting**
    3. to recruit
    4. recruited
71. Diverse opinions were presented in the workshop. This \_\_\_\_ was taken positively.
    1. diversity
    2. divergence
    3. **diversification**
    4. diversifying
72. Which of the following is the initial correspondence?
    1. Placing an order
    2. Cancelling an order
    3. **An enquiry letter**
    4. Complaint letter
73. **Our manager put forward\_\_\_ practical idea to promote the sales rates.**
    1. **a**
    2. an
    3. the
    4. none of the above
74. The sales of our products\_\_.
75. degrade
76. **is degrading**
77. are degrading
78. has degraded
79. A lead sentence is the one that ……
80. **summarizes the entire news.**
81. explains the main idea.
82. concludes the entire news.
83. none of the above.
84. Sufficient investment was not made. \_\_\_ the company could not run well.
85. Therefore,
86. **,therefore,**
87. .therefore
88. :therefore,
89. Be……..that you will be paid the salary in time.
90. insure
91. insured
92. **ensured**

d.insuring

1. Granting is a/an \_\_\_ word denoting to giving.
2. semi-formal
3. informal
4. official
5. **formal**

**THE END**

**GROUP ‘B’**

**Short Question [6 × 5 =30]**

**Attempt Any Six questions:**

1. What is a letter of enquiry? Write sample letter enquiring about a fashion show you are interested in participating. [ 1+4]
2. Why is a letter to the editor written? Write a sample letter to the editor of a national newspaper. [1+4]
3. What kind of skill is listening? Write four major points for effective listening. [1+4]
4. A good speaker should have certain qualities. What are they? Explain. [5]
5. How is speaking different from writing? Mention any five points. [5]
6. Write a paragraph of around 100 words on the advantages of studying English. [5]
7. Suppose you are a manager of an organization. Create a vacancy announcement of around 100 words for

the post of an IT officer. [5]

1. Write a paragraph on the environmental pollution in cities. [5]

**GROUP ‘C’**

**Long Questions [2 × 20 =40]**

**Attempt Any Two questions:**

1. You are an officer in an organization. Your organization has recently decided to call on a meeting to discuss on important issues. Write a memorandum to your staff indicating at least ten agenda in details. [10]
2. In an advertisement you came to know the vacancy announcement of a company. Apply for it. Invent the necessary details yourself. [10]
   * + 1. a. Make meaningful sentences using the words or phrases using the words given below. [10]

insurance, contract, invoice, enquiry, order delivery, merchant, shipment, appoint, complaint, risk

b.Develop the following into the news of at least two paragraphs. [2\*5=10]

Gunfire in border

Street demonstration against pricehike

1. a. Your college is organizing a farewell programme. Write a speech of around 300 words on the importance of Studying Technical communication in your college. [10]

b.Write an easy on Social media and its Impact on Students-300 Words. [10]

**THE END**

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**Program: BIT  FM : 100  
Subject: BE Code: BIT 113 PM: 50   
 SET ‘B’ Time: 3 hrs.**

***Attempt All Questions (Group A)***

**MCQ (1x30=30)**

1. A sentence that generally occurs at the beginning of a news report that summarizes the entire news is a…. sentence.
2. **lead**
3. topic
4. conclusion
5. none of these
6. Which of the following refers to the systematic presentation of an essay?
7. Coherence
8. Cohesion
9. Cohere
10. **Organization**

3. A proper structural order of sentences in a paragraph is known as \_\_\_\_

* 1. coherence
  2. **cohesion**
  3. syntax
  4. organization

4.We as humans should not only think of earthly pleasures. The underlined word is a/an:

1. noun
2. **adjective**
3. adverb
4. conjunction

5.As he was lazy, he could not pass the exams. It is a \_\_\_ sentence.

a. compound

b. **complex**

c. compound complex

d. simple

6.The deer was shot, and I felt sad. It is a \_\_ sentence.

* 1. **compound**
  2. complex
  3. compound-complex
  4. simple

7.The accountant will be moved to the fifth floor and the account section to the fourth floor\_\_\_\_ the office is under renovation.

1. because of
2. due
3. **Because**
4. yet

8.They have not used the computer yet. It means that the furniture has been\_\_\_

1. disused
2. misused
3. abused
4. **unused**

9.One must not be proud. The underlined is a/an\_\_\_

1. noun
2. **pronoun**
3. adjective
4. adverb

1o.A simple sentence is the one which has a single\_\_\_

a. subject

b. **main verb**

c. object

d. preposition

11.Which of the following is acceptable?

1. He lives in a house on a hilltop built by my father.
2. My father lives on a hilltop housing.
3. **On a hilltop is a house built by my father.**
4. My father, on a hilltop, live in a house.

12.Which of the following is an adverb?

a. Friendly

b**. Quickly**

c. Quick

d. Hurried

13.\_\_\_\_\_ is an addition connective.

a. because of

b. due to

c. even though

d. **and**

14.\_\_\_\_\_ the heavy rain, we continued the match.

* 1. Despite of
  2. In spite
  3. **Because of**
  4. Despite

15.Bonus was provided to all staff\_\_ they could be motivated.

a.So

* + 1. **So that**

c.so order to

d.So as to

16.\_\_\_\_\_, the organization would have developed more.

1. If we worked hard
2. If we were working hard
3. **Had we worked hard**
4. If we were hard working

17.\_\_\_\_ a proper communication plan are made, timely work execution is not likely to occur.

a**. if**

b. as if

c. though

d. unless

18.A big earthquake took place, \_\_\_ many people lost their house.

* 1. When
  2. While
  3. **So**
  4. But

19.With a view \_\_\_ improving communication skills in English, he works hard.

* 1. Of
  2. **To**
  3. With
  4. For

20.A memo is \_\_\_ notice.

* 1. An external
  2. An outside
  3. An unofficial
  4. **An internal**

21. All students are hereby notified to arrive at the examination center \_\_\_ time.

* 1. **In**
  2. At
  3. on
  4. with

22.We work sincerely for satisfaction, motivation and \_\_\_\_\_\_\_\_\_

* 1. Promote
  2. promotion
  3. **promoting**
  4. promoted

23. Differentiate can be changed into a noun form as \_\_\_\_

* 1. Differentiation
  2. Differ
  3. Defer
  4. **Differentiate**

**24.Which of the following is not a business correspondence?**

* 1. An order letter
  2. An enquiry letter
  3. **A job application**
  4. A product complaint

25. The director welcomed\_\_\_ unanimous decision.

1. **A**
2. An
3. Some
4. Few

26.Neither of the commodities \_\_ made a grand sale.

1. **Has**
2. Have
3. Will
4. Are

27.A lead sentence appears in \_\_\_\_\_ writing.

1. Advertisement
2. Essay
3. **News**
4. Notice

28.They could not make enough investment\_\_\_\_ the company was not established.

1. ; because,
2. ;**therefore**,
3. ,therefore,
4. .therefore:

29.All passengers in the bus have been fully\_\_\_\_\_

1. Assured
2. Assurance
3. **Insured**
4. Insurance

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

1. Anticipation
2. **Hope**
3. Desire
4. wish

**THE END**

**GROUP ‘B’**

**Short Question [6 × 5 =30]**

**Attempt Any Six questions:**

1. Develop a memorandum to inform your staff regarding a farewell party. You are Mohan Lal from ABC company, manager.
2. Write any five points to show the difference between speaking and writing.
3. What kind of skill is listening? Explain the ways to effective listening.
4. Write a complaint letter to a company on the late delivery of the goods you ordered.
5. Write a letter to a company enquiring about the products you are interested in.
6. Write a letter to a company placing an order of at least ten items you are interested in. Mention the payment you have deposited for the items and expect for the timely delivery.
7. Suppose you are a manager of an organization. Create a vacancy announcement of around 100 words for

the post of an IT officer.

1. Write a paragraph on the environmental pollution in cities.

**GROUP ‘C’**

**Long Questions [2 × 20 =40]**

**Attempt Any Two questions:**

1. A. Write a job application for the post of an editor in a newspaper company. You are Tara Karki from

Kathmandu with an M.A. in English and Mass Communication with three years of experience. [10]

B.Write a paragraph of around 100 words only on the importance of Speaking English. [10]

1. Traffic congestion is a major problem of Kathmandu these days. Write an essay of around 450 words paragraphs including: [10]  
   Introduction

Causes of the Problem  
Solutions to the problem

Conclusion

1. a. Your is college organizing a farewell programme. Write a speech of around 300 words on

the importance of Studying Technical communication in your college. [10]

b.Write an easy on Social media and its Impact on Students in 300 Words [10]

**THE END**