***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 wil 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 laboured 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,

29 .Be……..that you will be paid the salary in time.

1. insure
2. insured
3. ensured

d.insuring

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

**GROUP ‘B’**

**Long Questions (2 × 20 =40)**

**Attempt any TWO questions.**

1. An international company required five different posts. Write a vacancy announcement with all necessary details. [10]
2. Apply for one of the posts above.
   * + 1. a. Write an essay on **Global languages and Position of English for IT Professionals** of around 450 words paragraphs including Introduction, Body Paragraphs, and Conclusion. [10]
     1. Make a sample of advertisement for a product or service of a company. It must have a text of at least 150 words.

3. a. Technology over the past few decades has become an increasingly integral aspect of the workplace. From email correspondence and financial transactions, to professional networking and collaborative work documents, businesses rely on technology to be connected at all times and conduct work effectively. However, when these lines of communication are threatened or even compromised, it can have a disastrous effect on the business. **Write an essay on the Importance of Maintaining Cyber Security in our Business**. [10]

* 1. Develop a memorandum to inform your staff regarding a farewell party in your office.

[10]

**GROUP ‘C’**

**Short Question (6 × 5 =30)**

**Attempt any SIX questions.**

* + - 1. Your street is not being properly cleaned. Write a letter of complaint to the Municipality office of your area clearly stating
* The state of your street
* Why it is not cleaned
* When was it last cleaned
* How to solve the problem
  + - 1. Develop one of the following into a paragraph:

1. a. Information system makes the management of any organization easier.
2. b. Robots have made industrial work much efficient.
3. In an exhibition, you saw some products of a company. Write a letter of inquiry asking for the details. (5)
4. Write two paragraphs on the ways as to how you can secure your data.
5. Do you think English is the global business language?
6. Write a paragraph on the environmental pollution in cities.
7. What are some ways companies can improve their business ethics in the future?
8. What makes a good presentation?