JAMSHEDPUR WOMEN’S COLLEGE

DEPARTMENT OF ENGLISH

SECC Semester – 4

Paper – SECC 4

Business Communication

Model Question Paper (1)

FM: 50

Time:

Objective Type Questions: (10 X 2 = 20)

1. She drinks a lot of coffee \_\_\_\_\_ the evenings.
2. Since
3. On
4. By
5. In
6. Is the sentence correct: “The servant has not come when called.”
7. Yes
8. No
9. I rested \_\_\_\_\_\_\_ five o’ clock.
10. At
11. On
12. Till
13. for
14. We played cricket \_\_\_\_\_ Sunday.
15. At
16. In
17. For
18. On
19. They live \_\_\_\_\_\_ Japan.
20. At
21. On
22. Since
23. In
24. I have disposed \_\_\_\_\_ the old books.
25. Off
26. Of
27. On
28. In
29. We saw a horse \_\_\_\_\_\_ the road.
30. At
31. Upon
32. On
33. above
34. I am fond \_\_\_\_\_\_ ice cream.
35. About
36. Over
37. Off
38. Of
39. The bell rang \_\_\_\_\_ two o’clock.
40. In
41. On
42. Upon
43. At
44. I am fond \_\_\_\_\_\_ ice cream.
45. About
46. Over
47. Off
48. Of

Very Short Answer Questions. Answer in 1 or 2 words: (4 x 5 = 20)

1. University is no place for \_\_\_\_\_\_\_\_ lazy. (Fill in the blanks with Article)
2. Please give me the book that I asked \_\_\_\_\_. (Fill in the blanks with Preposition)
3. Which type of letter writing is prescribed in this paper?
4. Report Writing consists only of General Report Writing. (True / False)
5. Articles can be divided into Definite and Indefinite Articles. (True / False)

Answer the Following: (1 x 10 = 10)

1. Write a short Report on precautions taken during Corona Pandemic in your society.