JAMSHEDPUR WOMEN’S COLLEGE

DEPARTMENT OF ENGLISH

SECC Semester – 4

Paper – SECC 4

Business Communication

Model Question Paper (2)

FM: 50

Time:

Objective Type Questions: (10 X 2 = 20)

1. We walked \_\_\_\_\_\_ the end of the street.
2. To
3. On
4. In
5. Before
6. Is the given sentence correct:

“I did not write the letter yet.”

1. Yes
2. No
3. University is no place for \_\_\_\_\_\_\_\_ lazy.
4. An
5. The
6. Both
7. None of these
8. Please give me the book that I asked \_\_\_\_\_.
9. At
10. For
11. At
12. None of these
13. I have disposed \_\_\_\_\_ the old books.
14. Off
15. Of
16. On
17. In
18. I have been waiting for you \_\_\_\_eight o’ clock.
19. For
20. Since
21. After
22. By
23. They have lived in this town \_\_\_\_\_\_ 2003.
24. At
25. For
26. Since
27. on
28. Is the sentence correct?

“ I read at least one book a month.”

1. Yes
2. No
3. Is the sentence correct?

“What a lovely dress! Such a shame!”

1. Yes
2. No
3. Little did they know \_\_\_\_\_\_ the danger.
4. Off
5. Of
6. In
7. On

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

1. Which type of letter writing is prescribed in this paper?
2. Report Writing consists only of Newspaper Report Writing. (True / False)
3. Articles are also called Determiners. (True / False)
4. I have bought \_\_\_\_\_ new house. (Fill in with Article)
5. The bus fare is Rs 20 \_\_\_\_\_ person. (Fill in with Article)

Answer the Following: (1 x 10 = 10)

1. Write a Report on importance of cleanliness and precautions in times of current pandemic.