

**TILAK MAHARASHTRA VIDYAPEETH, PUNE**  
**MASTER OF COMMERCE (M.COM.)**  
**EXAMINATION: MAY- 2022**  
**SECOND SEMESTER**  
**Sub: Advance English - II (MCAE-211)**

Date: 23/05/2022

Total marks: 60

Time: 2.00 pm to 4.30 pm

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**Instruction: All questions are compulsory.**


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**Q. 1 Answer the following questions (any 2) (20)**

1. What are the stages in planning a presentation?
2. What are the basic rules in a Group discussion?
3. What guidelines will you keep in mind while preparing for an interview?

**Q. 2 Complete the sentences using 'to/ing' form of the verbs given in the brackets (10)**

1. James decided that he wanted \_\_\_\_\_ (settle) abroad.
2. She hated \_\_\_\_\_ (swim) as she was afraid of water.
3. The efforts put in by the team helped them \_\_\_\_\_ (create) a great model.
4. They continued \_\_\_\_\_ (move) ahead despite the terrible weather.
5. Over a period of time, the children enjoyed \_\_\_\_\_ (help) the elderly people in the community.
6. Joe disliked \_\_\_\_\_ (mend) broken things.
7. Christie knew that she would be late, so she started \_\_\_\_\_ (drive) as fast as she could.
8. In the first place, you need \_\_\_\_\_ (respect) others.
9. The elders also joined the children in \_\_\_\_\_ (care) for the elderly in the community.
10. \_\_\_\_\_ (reach) before time, I need to leave earlier than usual.

**Q.3 Write an application letter for the post of a Sales Executive (10)**

Or

**Write a letter to Phoenix Electronics informing them about the washing machine that you bought from them and turned out to be faulty.**

**Q.4 Write a Resume for the post of a General Manager in a reputed organization (10)**

**Q.5 A Give the meaning of the Idioms given below. (5)**

1. To bell the cat
2. Out of the blue
3. Crying over spilt milk
4. Raining cats and dogs
5. Vanishing into thin air

**Q.5 B Fill in the blanks choosing the appropriate form of verbs (5)**

1. He \_\_\_\_\_ (charge) heavily for exotic food items
  2. They \_\_\_\_\_ already (reach) \_\_\_\_\_ the location by 7:00 pm.
  3. We \_\_\_\_\_ (feel) extremely proud of our heritage and culture watching the performers.
  4. Their family \_\_\_\_\_ (preserve) the holy scriptures for generations.
  5. I \_\_\_\_\_ (travel) to Bengaluru next week.
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