

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

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**Date: 10/06/2022**

**Total marks: 100**

**Time: 10.00am to 1.00pm**

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**Instruction: All questions are compulsory.**

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**Q. 1. Answer the following questions. (30)**

1. What are the important points to be kept in mind to make an effective presentation?
2. State and explain the basic rules for Group Discussion.
3. Describe the guidelines for preparing for an interview.

**Q. 2. Fill in the blanks with the correct prefix. (10)**

1. I just can't believe it ! The story is \_\_\_\_ (believable).
2. Let's look at this information again. We should \_\_\_\_ (view) it before the test.
3. I do not like people who are \_\_\_\_ (disciplined).
4. No, that answer is \_\_\_\_ (correct). It is wrong.
5. Your \_\_\_\_ (decisiveness) is causing a lot of confusion in people's mind,
6. It is highly \_\_\_\_ (motivating) when your good work is never appreciated.
7. Such a wrong behavior on his part is \_\_\_\_ (tolerable).
8. I saw Alia just a moment ago, but now I can't find her! It seems that she \_\_\_\_ (appeared).
9. The meeting was \_\_\_\_ (arranged) due to some reason.
10. Oh, I'm sorry, I didn't hear you correctly. I \_\_\_\_ (understood) you.

**Q. 3. Write a letter to 'Diamond Book Sellers' placing an order for the books that you require. (10)**

**Q. 4. Write a Resume for the post of a Accounts Manager. (10)**

**Q.5A Give the meanings of the Idioms given below and make sentences of your own (20)**

1. Beating around the bush
2. Out of the blue
3. Vanish into thin air
4. Caught off guard

5. Blessing in disguise

**Q5.B Complete the sentence using appropriate form of verbs for the Tense given in the brackets (10)**

1. It \_\_\_\_\_ (show) a slow but definite progress. (Simple Present Tense)
2. We \_\_\_\_\_ (support) this movement since the beginning. (Continuous Perfect Present Tense)
3. They \_\_\_\_\_ (deal) with the situation efficiently. (Simple Future Tense)
4. Her attire perfectly \_\_\_\_\_ (match) the theme of the party very well. (Simple Past Tense)
5. The show \_\_\_\_\_ (bag) many awards to their credit. (Perfect Past Tense)
6. I \_\_\_\_\_ travelling to Surat next week. (Continuous Future Tense)
7. Every year they \_\_\_\_\_ (host) such charity functions.(Continuous Perfect Past Tense)
8. I \_\_\_\_\_ (go) to the market to grab a few necessary items. (Perfect Past Tense)
9. Mark's entire family \_\_\_\_\_ (participate) in the competition this year. (Continuous Present Tense)
10. We \_\_\_\_\_ (donate) a large amount for the cause. (Perfect Present Tense)

**Q.5 C Use the appropriate form of adverb to complete the given sentence (10)**

1. We were all very confused due to their \_\_\_\_\_ visit. (time)
2. He pulled the bottle cap so \_\_\_\_\_ (force) that it broke.
3. Our driver drove always drives \_\_\_\_\_ (care).
4. He finished the task given to him \_\_\_\_\_ (haphazard).
5. She \_\_\_\_\_ (cautious) approached the man sitting behind the desk.
6. She \_\_\_\_\_ (sudden) changed her decision.
7. What is it? It tastes \_\_\_\_\_(awesome).
8. We worked \_\_\_\_\_ (tireless) for 3 days before we started to see something positive.
9. She \_\_\_\_\_ (hurried) left the room.
10. I thought about it \_\_\_\_\_ (calm) for over a month.