

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

Date: 10/06/2022

Total marks: 60

Time: 10.00 am to 12.30 pm

Instruction: All questions are compulsory.

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

1. Describe the formal attire for men and women to be worn at for an interview. What care should be taken by both the genders while choosing Accessories/Jewelry to go with the formal attire?
2. Describe the do's and don'ts of a group discussion.
3. What are the important points to be kept in mind while making a presentation?
4. What care should be taken while giving a presentation? How to deal with questions asked by the audience that are unknown to you?

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

1. We are _____ (plan) _____ (buy) a new house in the city.
2. What will you do _____ (handle) this situation tactfully?
3. We look forward _____ (work) with your company in future.
4. I wanted _____ (relive) the whole experience once again.
5. We were _____ (wait) for them to arrive.
6. Our neighbors want _____ (invite) us for their party.
7. We started _____ (unpack) as soon as we reached home.
8. She starts _____ (stammer) when she is nervous.
9. He hopes _____ (score) well in the examination.
10. The maid was _____ (clean) the entire room thoroughly

Q.3 Write a letter to a newspaper editor informing about the condition of roads and street lights in your area. (10)

OR

Write a letter to the Principal of your college requesting a leave for 5 days.

Q.4 Write a resume for the post of a 'Sales Executive' (10)

Q.5 A Give the meaning of the Idioms given below. (05)

1. Through thick and thin
2. Once in a blue moon
3. Cry over spilt milk

4. Call it a day
5. Turn a deaf ear

Q.5 B Fill in the blanks choosing the appropriate form of verbs (05)

1. Matt's entire family _____ (participate) in the competition this year. (Continuous Present Tense)
 2. I _____ travelling to Surat next week. (Continuous Future Tense)
 3. We _____ (support) this movement since the beginning. (Continuous Perfect Present Tense)
 4. The show _____ (bag) many awards to their credit. (Perfect Past Tense)
 5. Every year they _____ (host) such charity functions.(Continuous Perfect Past Tense)
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