

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

Date: 15/12/2022

Total marks: 60

Time: 10.00 pm to 12.30 pm

Instruction: All questions are compulsory.

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

1. What are the basic points to be kept in mind while preparing a presentation?
2. State the Do's and Don'ts of a group discussion.
3. What precautions should you take while facing the interviewer during an interview session?

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

1. Anita was _____ (help) the needy and poor by donating the clothes that her children had outgrown.
2. He stopped _____ (speak) as he heard someone moving outside the cabin.
3. Christie knew that she would be late, so she started _____ (drive) as fast as she could.
4. He continued _____ (work) in spite of being tired.
5. Over a period of time, the children enjoyed _____ (help) the elderly people in the community.
6. Joe disliked _____ (mend) broken things.
7. The efforts put in by the team helped them _____ (create) a great model
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. _____ (achieve) the desired target, we all must strive hard.

Q.3 Write an application letter for the post of a General Manager (10)

Or

Write a letter to your cousin informing him/her about an event that is going to take place in your city and invite him/her to come for a stay so that you can attend the event together.

Q.4 Write a Resume for the post of a Customer Service Executive in a reputed organization (10)**Q.5 A Give the meaning of the Idioms given below. (5)**

1. Down to earth
2. Caught red handed
3. Crying over spilt milk
4. Beat around the bush
5. On cloud nine

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

1. We _____ (thank) our hosts for their generous hospitality before leaving the party.
2. You _____ (see) the results as soon as you start trying.
3. They started _____ (jump) with joy the moment their name was announced.
4. Their family _____ (preserve) the holy scriptures for generations.
5. I _____ (make) the reservations for the next flight yesterday.