

**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: 100**

**Time: 10.00am to 1.00pm**

**Instruction: All questions are compulsory.**

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

1. What are the do's and don'ts of a group discussion?
2. While preparing your slides for presentation what will you keep in mind?
3. What are the do's and don'ts of interview skills?

**Q.2. Fill in the blanks with coordinating conjunctions. (10)**

1. I lost the keys \_\_\_\_\_ I couldn't access my locker for quite a few days.
2. \_\_\_\_\_ you have already completed your assignment \_\_\_\_\_ you have a lot more to do.
3. \_\_\_\_\_ you called me; I stopped working on it.
4. The offer is open \_\_\_\_\_ the stock lasts.
5. I do not know \_\_\_\_\_ I will be able to join you or not.
6. You can win the competition \_\_\_\_\_ you practice a lot and give your best.
7. \_\_\_\_\_ you were busy I did not disturb you.
8. He \_\_\_\_\_ sings well \_\_\_\_\_ dances well.
9. \_\_\_\_\_ you are hiding something \_\_\_\_\_ telling a lie.
10. I missed the bus \_\_\_\_\_ I am late.

**Q.3. Write a complaint letter to the Electronics store from where you purchased a TV set that turned out to be faulty. (10)**

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

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

1. To go overboard
2. To take a chance
3. To bell the cat
4. Vanish into thin air
5. Stepping into unknown waters

**Q5.B Complete the sentence using appropriate form of verbs (10)**

1. We have served the community for the past 27 years. (were served/ have served/ serves)
2. The fees for such courses \_\_\_\_\_. (is expensive/ are expensive/ expensive)
3. My cat \_\_\_\_ with our neighbor's dog. ( have friendly/ had friend/ is friendly)

4. He \_\_\_\_\_ for tomorrow's event. (would arrive/ will arrive/ Will arrived)
5. I want to thank you as you always \_\_\_\_\_ me in need. (helps/helping/help)
6. The children \_\_\_\_\_ with excitement as soon as they saw the gifts. (were jumping/ will jump/ jump)
7. I \_\_\_\_\_ it a serious thought last night. (give/ gave/ given)
8. This \_\_\_\_\_ our last month's performance severely. (affects/ affect/ has affected)
9. My cousin \_\_\_\_\_ various stamps for her hobby. (collects/ collecting/ collect)
10. He \_\_\_\_\_ the ball with a lot of force. (throws/ threw/ thrown)

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

**(10)**

11. The situation is getting \_\_\_\_\_ day by day. (worse)
  12. Reeya carried out the task \_\_\_\_\_ as per instructions. (precise)
  13. The meeting ended \_\_\_\_\_ today. (early)
  14. She worked \_\_\_\_\_ to kill time. (slow)
  15. He place the order \_\_\_\_\_. (immediate)
  16. He was \_\_\_\_\_ searching for something. (feverish)
  17. She \_\_\_\_\_ came late and left early. (convenient)
  18. I \_\_\_\_\_ request you to help me with this. (kind)
  19. I \_\_\_\_\_ described the entire incident to them. (brief)
  20. We \_\_\_\_\_ called a few of the members to express their views. (random)
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