

TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF COMMERCE (M.COM.)
EXAMINATION : MAY- 2023
SECOND SEMESTER
Sub: Advance English - II(MCAE-211)

Date: 26/05/2023

Total marks: 100

Time: 10.00am to 1.00pm

Instruction: All questions are compulsory.

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

1. Describe the dos and don'ts of a Group Discussion.
2. What are the stages in planning a presentation?
3. Describe the points to be kept in mind while giving an interview.

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

1. I like to watch the rain from my window _____ I hate getting wet in the rain.
2. _____ he was wealthy and educated, he never made a name.
3. He must work very hard _____ makeup for the lost time.
4. My daughter refuses to eat peas _____ does she eat carrots.
5. I hate to waste a drop of Gas _____ it is very expensive these days.
6. You can eat your cake with a spoon _____ a fork.
7. _____ it bothers you a lot, do something about it.
8. She will guide you _____ you are prompt and eager to learn.
9. The weather was foul _____ we did not go out
10. She stopped going to the class _____ she shifted to her new house

Q.3. Write a covering letter or letter of application for the post of Finance Manager (10)

Or

You are required to get a quotation for Air Conditioners to be used in your Company.
Write an enquiry letter asking details for the purchase.

Q.4. Write a Resume for the Post of Finance Manager in Phoenix Holidays. (10)

Q.5A Give the meaning of the idioms given below and make sentence of your own. (20)

1. Out of the blue
2. Once in a lifetime
3. At a glance
4. Blessing in disguise
5. The cat is out of the bag

Q.5.B Complete the sentence using appropriate form of verbs (10)

1. She never _____ (hold) herself back when it comes to helping others.
2. We _____ (serve) hot and fresh food to our customers since the past 28 years.
3. She _____ (give) the message on time, but still nothing was done about it.

4. You _____ (reach) their by this time tomorrow.
5. He _____ (invest) a lot of time and money in that project and cannot afford to risk it.
6. My aunt _____ (stay) with us for the next three months.
7. Our neighbor _____ (plan) a party for the entire neighborhood.
8. You _____ (reach) your goal if you plan well and execute your actions properly.
9. Seema _____ (participate) in a dance competition which will be held in Mumbai next month.
10. Naveen _____ (work) as a personal assistant to Mr. Bajaj.

Q.5 C Use the appropriate adverbs to complete the given sentence (usually, fortunately, greedily, once, indoors, westwards, anxiously, cautiously, quickly, rarely) (10)

1. Dogs do not _____ walk backwards.
 2. _____ Alex recorded George's win, otherwise we would never see it.
 3. He ate the Chocolate Cake _____.
 4. The boy _____ approached the man sitting across the hall.
 5. He cleans his cell phone _____ a week.
 6. The baby crawled _____.
 7. _____ they returned home because they had forgotten to take the keys.
 8. As he walked out of the house, he _____ closed the doors.
 9. I _____ go trekking to forts as I am afraid of heights.
 10. The car started moving _____.
- _____