

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

Date: 18/12/2023

Total marks: 60

Time: 10.00 am to 12.30 pm

Instruction: 1) All questions are compulsory. 2) Figures to the right indicate full marks.

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

1. What type of information is desired by the interviewer during an interview?
2. What are the stages in planning a presentation?
3. Explain the attributes of candidates that can be evaluated from Group Discussion.

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

1. He likes to cook _____ hates cleaning after.
2. Would you rather choose to be a follower _____ a leader?
3. Although he is a doctor _____ he loves to sing whenever he finds time.
4. Anjali is neither slim _____ fat.
5. It rained heavily today _____ the roads were flooded with water.
6. The waiter was not very friendly, _____ the food was delicious.
7. Hurry up _____ you will be late.
8. He is famous, _____ very humble.
9. Manju tried to read a novel in French, _____ it was too difficult.
10. Anna needed some money, _____ he took a part time job.

Q. 3 Write an application letter for the job of an Accounts Manager. (10)

OR

Write a letter to a Water Filter manufacturing company requesting details about their products.

Q. 4 Write a Resume to apply for the post of a General Manager in Shooting Star Holidays. (10)

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

1. To put up with
2. Come rain or shine
3. To hang in there

4. Make two ends meet
5. Call it a day

Q. 5 B Fill in the blanks with the correct form of the word in brackets.

(5)

1. On hearing the news, everyone was overcome with a feeling of (Sad) _____.
 2. She has the (Able)_____ to pass the exam with distinction provided she works hard.
 3. Have you seen her coin (collect)_____ ?
 4. The singer gave a brilliant (Perform) _____ on stage yesterday.
 5. The recipe says you only need to add two (Spoon) _____ of salt.
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