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DIPLOMA EXAMINATION, NOVEMBER 2024**(2024 Admission Regular)****SEMESTER I – COMMON COURSE****(Business Administration)****VBA1G01D24 - ENGLISH FOR BUSINESS COMMUNICATION I****Time: 3 Hours****Maximum Marks: 60****PART A****I. Answer all questions. Each question carries 1 mark****A I Choose the correct prepositions from the brackets**

1. The physician gave me a prescription _____ my cold.
(for, with , at, to)
2. He gave a seminar _____ the causes of pollution.
(of, on , for, off)
3. You can see the doctor _____ 9 am and 12 noon.
(in, at , between, on)
4. May I come _____ ?
(in, on, at , of)
5. Tom is _____ a holiday in France.
(on, at , in , for)

B II Match the following idioms and phrases with their meanings

Column A	Column B
6) On cloud nine	a) Last moment
7) Bear the palm	b) Being very happy
8) Smell a rat	c) To reveal a secret
9) At eleventh hour	d) Sense something wrong
10) Spill the beans	e) Be victorious

C III State whether the following questions are True or false

11. Message is the subject matter of communication.
12. Written communication is a non- verbal communication.
13. Graphs are visual sign of communication..
14. Communication should be made at the right time
15. Have you eaten your lunch ? → This is an imperative sentence.

D IV Answer the following questions in one word

16. _____ is the systematic study of the meaning of words and symbols.
17. Unpleasant or desirable distraction preventing the effective transmission of communication is called _____.
18. Informal communication is also called _____.

19. The reply or reaction of the receiver is called _____.
20. Paralanguage is “ _____ ”.

(20×1=20)

PART B

II. Answer any five of the following questions in one or two sentences. Each question carries 2 marks.

21. What are sentences ?
22. What is decoding?
23. Who is a receiver ?
24. What is Communication?
25. What is informal communication?
26. ” Communication is a two way process.” Comment.
27. What are phrases ?

(5×2=10)

PART C

III. Answer any four of the following questions in half a page. Each question carries 5 marks.

28. Explain : The need for communication .
29. Fill the following with the articles.
- a) ____ Ganga is a sacred river.
 - b) Ram is ____ honest man.
 - c) We had ____ orange tree in our garden.
 - d) There is ____ aeroplane flying in the sky.
 - e) There is ____ cat on the table.
30. State the characteristics of communication.
31. Read the following sentences and change them into reported speech.
- a) Rahul said, “ My sister is very angry”
 - b) Ruben said, “ It is very cold outside”.
 - d) The man shouted, “ Let me go”.
 - e) Aswini said to her mother, “ I have cleared the test”.
32. Explain the process of communication
33. Identify the type of sentences.
- a) Eat you vegetables.
 - b) The wind is cold outside.
 - c) What is your name ?
 - d) What a ride!
 - e) Shut the door .

PART D

(4×5=20)

IV. Answer any one of the given questions. The question carries 10 marks.

34. Identify the part of the speech that is underlined.
- a) Her green dress matches her eyes.
 - b) The dog barked loudly at the stranger.
 - c) He swam across the lake with ease.

- d) She **writes** novels in her free time.
- e) Sheena **and** her sister sings well.
- f) He **finished** his homework,
- g) There are eight parts of a **speech**.
- h) The duck **dived** into the water.
- i) The **cat** ate the fish
- j) Abhuv and Jaydev are **running** the race.
- i) I will **walk** for one hour daily.

35. With the help of the given clues , write a paragraph in about 150 words.

A morning walk----Good for young an old--- refresh mind----makes us smart and active----light exercise----see nature----birds fly---flowers laugh---atmosphere very calm-----full day fresh.

(1×10=10)