

2021

**COMMUNICATIVE ENGLISH
(Commerce Group)**

Full Marks : 50

The figures in the margin indicate full marks.

*Candidates are required to give their answers in their own words
as far as practicable.*

(Writing Skill)

1. Rewrite the following sentences as per the instruction given within brackets without changing the meaning (**any five**) : 1×5
- (a) This sum is too difficult for me. (Replace 'too' with 'so')
 - (b) An insensible man repeats his mistakes. (Rewrite using 'sensible')
 - (c) Nobody can achieve total perfection. (Use the adjective form of 'perfection')
 - (d) Nobody was absent. (Change into affirmative)
 - (e) We have been staying in Ballygunge _____ the year 2000. (Use from / since)
 - (f) The herd of cows _____ (is / are) grazing in the field.
 - (g) Santa was helped by Rudolf last night. (Change the voice)
 - (h) He _____ born in Kolkata. (Use was / has been)
2. Correct the following sentences (**any five**) : 1×5
- (a) There are many deers in the forest.
 - (b) Will I come in, Sir?
 - (c) Rupa is not superior than Chitra in Chemistry.
 - (d) I advice you to practice some difficult sums.
 - (e) He gave me a lot of informations.
 - (f) I prefer coffee than tea.
 - (g) She is more prettier than all other girls in the village.
 - (h) None of the students have purchased the text book.
3. Write an application for the post of a sales executive to a reputable concern/company along with a C.V. 10

Or,

Write a letter to the Principal of your college requesting him to start a Health Centre as soon as possible in view of the pandemic situation caused by 'Covid-19'. 10

Please Turn Over

4. Write down a circular for your customers announcing the opening of a new showroom of your company in the outskirts of your city. 10

Or,

A famous company is proceeding to launch a new brand of battery-driven car having no emission of fuel. Write a Press Release announcing the project. 10

[Business Communication]

5. Write down an advertisement for recruitment of an Accountant for official purpose in a company. 10

Or,

Write a notice of the Annual General Meeting (AGM) on behalf of ABC company with an Agenda for discussion. 10

6. As the Principal of a college / an institution write a letter to XYZ company in the city to supply 5 LCD projectors for smart classrooms in the premises. 10

Or,

Write a newspaper report on Kolkata Book Fair, 2020, last year suggesting measures to be taken by the organizers. 10
