

Indian Maritime University
(A Central University, Govt of India)
End Semester Examinations – June 2025
Programme Name: BBA (LRE)
Semester: II
Subject Code: UG31T3201
Subject Name: Intermediate Business English

Date: 30.05.2025

Max Marks: 70

Duration: 03 Hrs

Pass Marks: 35

General Instructions

- (i) All Sections (A, B & C) are to be attempted.
- (ii) Options, if any, are specified in respective section.

Section A

Ten MCQs/Fill in the Blanks of 01 Mark each – Choose the correct answer as applicable.

1. Circular is called such because

- A. it is circular in shape
- B. it is circulated among everyone
- C. it is not square shaped
- D. it is an important document

2. Empathy is

- A. another name for Sympathy
- B. to be kind
- C. to be aware and understand the other person's feelings
- D. to be sorry for someone

3. Proof reading and Editing is

- A. essential before submitting a Report
- B. to read the proof
- C. a waste of time
- D. an editor's job

4. The 5Ps of Presentation are:

- A. Persevere, Push, Pause, Prove, Polish
- B. Promise, Deliver, Prelude, Execute, Present,
- C. Speak, Listen, Argue, Smile, Forget
- D. Purpose, Plan, Prepare, Practice, Present

5. Maintaining Eye Contact consists of:

- A. locking eye to eye
- B. meeting the eyes of the other while speaking and/or listening
- C. stare at a person
- D. gaze at the wall or ceiling

6. Vlog is

- A. another name for Blog
- B. a hobby for youngsters
- C. the video format of a Blog
- D. the act of blogging with a V

7. Notice is

- A. Public or Private
- B. illegal
- C. mandatory
- D. irrelevant

8. When sending an email, BCC means

- A. Before Carve Capture
- B. Blind Carbon Copy
- C. Blind Camel Copy
- D. By Copy Carbon

9. Twitter is now known as

- A. B
- B. C
- C. X
- D. M

10. A Claim is

- A. a demand for something that is rightfully due
- B. an undue document
- C. a notarised letter
- D. an informal letter

Section B

Five Questions of 02 Marks each

11. What rules do you keep in mind while writing a Report?
12. Name a few netiquettes that one should follow.
13. Why is Practicing before a Presentation necessary?
14. What is meant by Passive Listening?
15. Briefly explain Any One of the social media channels.

Section C

Seven Questions of 10 Marks each of which any 05 questions to be answered.

16. BS Logistics is a successful company in Mumbai, established in 2006 that has around 500 employees using 450 laptops. Although the business is doing good, many of the laptops are out dated. They have advertised in the Shippers and Logistics website (www.shipperslogistics.com) for procurement of 450 laptops with latest software relating to logistics pre-installed. Your company, Precision Gadgets, Mumbai is a popular Shoppe for laptops of all brands. Write a proposal in letter format listing the brands and deals you can offer.
17. Explain Constructive and Destructive feedback with suitable examples from the work place.
18. Describe the relevance of preparing an Agenda prior to a meeting. Include an Agenda Template.
19. Write a Report on any recent event conducted in your college/university.
20. Present the EQ Matrix. Explain.
21. Asking questions by the audience makes a presentation complete. What are your views.
22. Although work gets done, your team of 8 members always stay late into the night after office hours and bill the company for overtime. To end this practice, issue a memorandum to your team members to follow office hours of 9.00 am to 6.00 pm and complete their work.