

**Indian Maritime University**  
**(A Central University, Govt. of India)**

**Supplementary Examinations – September/October 2024**  
**Programme: BBA (LRE)**

**Semester: II**

**Subject Code: UG31T3201**

**Subject: Intermediate Business English**

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Date: 10.09.2024

Max Marks: 70

Duration: 03 Hrs

Pass Marks: 35

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General Instructions

All Sections (A, B & C) are to be attempted.  
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. By long queues and bad weather the voters \_\_\_\_\_ their way to the polling stations \_\_\_\_\_ a lot.
  - a) going, dropped
  - b) encouraged, prepared
  - c) making, suffered
  - d) undaunted, made
2. If one can afford something better, \_\_\_\_\_ should consider buying it.
  - a) They
  - b) One
  - c) It
  - d) you
3. Which word is correctly spelt?
  - a) accomodation
  - b) inflammable
  - c) intelectual
  - d) vaccuum
4. \_\_\_\_\_ do you believe?
  - a) Who
  - b) Whom
  - c) a and b
  - d) none of the above
5. Pick the correct Synonym of " SHATTER" from the given answer choices:
  - a) Matter
  - b) Latter
  - c) Smash
  - d) Rush
6. Pick the correct Antonym of " FORGET" from the given answer choices:

- a) Record
  - b) Reverse
  - c) Revolt
  - d) Remember
7. Always \_\_\_\_\_ that you proofread your documents carefully before forwarding them.
- a) expect
  - b) except
  - c) insure
  - d) ensure
8. A public limited company should hold a minimum \_\_\_\_\_ meetings every year.
- a) 2
  - b) 3
  - c) 4
  - d) 6
9. Fill up the blank with suitable article.  
\_\_\_\_\_ orange costs ten rupees.
- a) A
  - b) An
  - c) The
  - d) None of the above
10. He hardly visits his parents these days. (Identify the adverb in the sentence)
- a) visits
  - b) parents
  - c) hardly
  - d) these days

### **Section B**

Five Questions of 02 Marks each

- 11. What is the importance of making eye contact during a presentation?
- 12. Write a short note on minutes of the meeting
- 13. Briefly explain the kind of business proposals.
- 14. Distinguish between Sympathy and Empathy.
- 15. What is Proof Reading?

### **Section - C**

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

- 16. What are the important strategies to make a good presentation?
- 17. Write an essay on the characteristics of a business proposal.
- 18. Social Media is a tool that empowers you in the social circle while aiding in job placements. In this context, explain ANY 2 of the following: Blog, Podcast, Vlog, Twitter, LinkedIn (2x5 Marks)
- 19. Present the EQ Matrix. Explain any 2 components describing its relevance in enhancing Emotional Intelligence.

20. As a student of Logistics and E-Commerce you are making an important technical presentation at an International Conference. There are few members in the audience who are interrupting you frequently with irrelevant questions. How will you handle this situation?
21. Attempt an essay on writing a Business Report.
22. As CEO of Renewable Energy Ltd, write a Memorandum to your Managers about a restructuring that you are planning. This step is towards better growth and continuity of the company. Inform that HR will coordinate the repositioning with regard to transfers and the financial support offered to ensure smooth exit of those employees being laid off.

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