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TEST-2

07-08-2022

CA FOUNDATION

Business Correspondence and Reporting

Covering topic:

1. Reading comprehension
 2. Communication
 3. Simple compound and complex sentences
 4. Active passive
 5. Precise writing
 6. Article writing
 7. Root words
 8. Synonyms and antonyms
 9. Note making
- (All vocabulary covered so far))

Roll No354126.....

Total No. of Question: 11

Time allowed: 1:30 hours

Total No. of Printed Pages: 9

Maximum Marks: 60

Question No. 1 and 2 is compulsory.

Answer any **TWO** questions from the remaining **THREE** questions.

All candidates (including those who have opted for Hindi Medium) are required to answer the questions in English only.

Question 1

Read the passage carefully and answer the questions given below:

(8 Marks)

Coral reefs are one of the most fragile, biologically complex, and diverse marine ecosystems on Earth. This ecosystem is one of the fascinating paradoxes of the biosphere. Found along the sea coasts they are formed in various shapes and sizes. They constitute one of the beautiful creations of nature. Symbiotic cells of algae known as zooxanthellae carry out photosynthesis using the metabolic wastes of the coral thereby producing

food for themselves; for their corals, hosts, and even for other members of the reef community. This symbiotic process allows organisms in the reef community to use sparse nutrient resources efficiently.

Unfortunately for coral reefs, however, a variety of human activities are causing worldwide degradation of shallow marine habitats by adding nutrients to the water. Agriculture, slash-and-burn-1 and clearing, sewage disposal, and manufacturing that create waste by-products all increase nutrient loads in these waters. Typical symptoms of reef decline are destabilized herbivore populations and an increasing abundance of algae and filter-feeding animals.

Declines in reef communities are consistent with observations that nutrient input is increasing in direct proportion to growing human populations thereby threatening reef communities sensitive to subtle changes in nutrient input to their waters.

1. What are the indicators of reef decay?
2. How does Algae carry out the process of photosynthesis?
3. How is the man responsible for the destruction of the Natural Reef?
4. Write a Summary of the above Passage. .

(ii) Name the type of sentence with reason.

(2 Marks)

- a) After coming back from the office, I proceeded to take bath.
- b) The helicopter went down apparently because of bad weather and misjudgement on part of the pilot.

(iii) Write the positive, neutral or negative connotations of the given words.

(2 Marks)

1. Fearful	Cautious	Hesitant
2. Conceited	Confident	Courageous

(iv) Write the meaning of the root words given with an example.

(3 Marks)

- a) Lude
- b) Pan
- c) Ism

Q2 – (i) Read the Passage :**Make Notes, using Headings, Subheadings and abbreviations whenever necessary. (3 Marks)****Write Summary (2 Marks)**

Effective speaking depends on effective listening. It takes energy to concentrate on hearing and to concentrate on understanding what has been heard. Incompetent listeners fail in a number of ways. First, they may drift. Their attention drifts from what the speaker is saying. Second, they may counter. They find counter-arguments to whatever a speaker may be saying. Third, they compete. Then, they filter. They exclude from their understanding those parts of the message which do not readily fit with their own frame of reference. Finally, they react. They let personal feelings about a speaker or subject override the significance of the message which is being sent. What can a listener do to be more effective? The first key to effective listening is the art of concentration. If a listener positively wishes to concentrate on receiving a message his chances of success are high.

It may need determination. Some speakers are difficult to follow, either because of voice problems or because of the form in which they send a message. There is then a particular need for the determination of a listener to concentrate on what is being said. Concentration is helped by alertness. Mental alertness is helped by physical alertness. It is not simply physical fitness, but also positioning of the body, the limbs and the head. Some people also find it helpful to their concentration if they hold the head slightly to one side. One useful way for achieving this is intensive note-taking, by trying to capture the critical headings and sub-headings the speaker is referring to. Note-taking has been recommended as an aid to the listener. It also helps the speaker. It gives him confidence when he sees that listeners are sufficiently interested to take notes; the patterns of eye-contact when the note-taker looks up can be very positive; and the speaker's timing is aided-he can see when a note-taker is writing hard and can then make effective use of pauses. Posture too is important. Consider the impact made by a less competent listener who pushes his chair backwards and slouches. An upright posture helps a listener's concentration. At the same time it is seen by the speaker to be a positive feature amongst his listeners. Effective listening skills have an impact on both the listener and the speaker

2. (ii) What do you understand by clarity and coherence in communication? (2 Mark)**(b) (i) Choose the word which best expresses the meaning of the given word. (1 Mark)****Elucidate**

a. explain

b. confuse

c. stagnant

d. joyous

(ii) Select a suitable antonym for the word given in question.

(1 Mark)

Ambulant

a. moving

b. mobile

c. Progressive

d. Stagnant

(iii) Change the following sentences into passive voice.

(1 Mark)

She has preserved all the old letters of her dead lover.

(c) Write a précis and give appropriate title to the passage given below.

(5 Marks)

There is an enemy beneath our feet - an enemy more deadly for his complete impartiality. He recognizes no national boundaries, no political parties. Everyone in the world is threatened by him. The enemy is the earth itself. When an earthquake strikes, the world trembles. The power of a quake is greater than anything man himself can produce. But today scientists are directing a great deal of their effort into finding some way of combating earthquakes, and it is possible that at some time in the near future mankind will have discovered a means of protecting itself from earthquakes. An earthquake strikes without warning. When it does, its power is immense. If it strikes a modern city, the damage it causes is as great as if it has struck a primitive village.

Gas mains burst, explosions are caused and fires are started. Underground railways are wrecked. Buildings collapse, bridges fall, dams burst, gaping crevices appear in busy streets. If the quake strikes at sea, huge tidal waves sweep inland. If it strikes in mountain regions, avalanches roar down into the valley. Consider the terrifying statistics from the past 1755: Lisbon, capital of Portugal - the city destroyed entirely and 450 killed. 1970: Peru: 50,000 killed. In 1968 an earthquake struck Alaska. As this is a relatively underpopulated part, only a few people were killed. But it is likely that this was one of the most powerful quakes ever to have hit the world. Geologists estimate that during the tremors, the whole of the state moved over 80 feet farther west into the Pacific Ocean. Imagine the power of something that can move an entire subcontinent! This is the problem that the scientists face. They are dealing with forces so immense that man cannot hope to resist them. All that can be done is to try to pinpoint just where the earthquake will strike and work from there. At least some precautionary measures can then be taken to save lives and some of the property

Q3 – (i) What do you understand by visual communication?

(2 Marks)

(ii) Choose the word which best expresses the meaning of the given word.

(2 Marks)

wafted

- a. settle
- b. drifted
- c. sink
- d. Noise

unkempt

- a. Appropriate
- b. Shaggy
- c. Coarse
- d. Silent

(iii) Select the suitable antonym for the given word:

(2 Marks)

Ecstasy

- a. Hate
- b. Agony
- c. Languor
- d. Fatigue

Gratify

- a. Frustrate
- b. Depress
- c. Discourage
- d. Distress

(iv) Change the following sentences into passive voice:

(2 Marks)

1. I keep the butter in the fridge.
2. Rama was making a kite.

(v) Change the following sentences into passive voice:

(2 Marks)

1. The lion had been shot by the hunter.
2. By whom was the work being done.

(vi) Write an article of about 250 words on the topic “The pleasure of reading”. (5 Marks)

Q4 (i)– What is gender barrier in communication? (2 Marks)

(ii) Choose the word which best expresses the meaning of the given word. (2 Marks)

Instigate

- a) Passive
- b) Stagnant
- c) Kind
- d) Activate

Splendid

- a) Magnificent
- b) Dapper
- c) Kind
- d) Unkempt

(iii) Select the suitable antonym for the given word: (2 Marks)

Dilemma

- a) Impasse
- b) Boon
- c) Luxury
- d) Miracle

Demeanour

- a) Manner
- b) Product
- c) Illicit
- d) Inactivity

(iv) Change the following sentences into passive voice: (2 Marks)

1. The crew cleaned the entire stretch of highway.
2. I know Rahul very well.

(v) Change the following sentences into passive voice: (2 Marks)

1. The house was remodelled by the houseowners to help it sell.
2. How will a story be told by you.

(vi) Write an article of about 250 words on the topic “ The pros and cons of online education in India”. (5 Marks)

Q5 - What is formal communication, explain.

(2 Marks)

(ii) Choose the word which best expresses the meaning of the given word.

(3 Marks)

Fickle

- (a) Unsteady
- (b) Constant
- (c) Fluctuate
- (d) Waver

Concise

- (1) Brief
- (2) Better
- (3) Important
- (4) Interesting

Malevolence

- 1. Benefitting
- 2. Tenderness
- 3. Indulgence
- 4. Kindness

(iii) Select the suitable antonym for the given word:

(3 Marks)

Stringent

- 1. Strict
- 2. Busy
- 3. lenient
- 4. Alarming

Perseverance

- 1. Exception
- 2. Reflection
- 3. Aversion,
- 4. Determination

Boisterous

- 1. calm

2. courageous
3. serenity
4. cheerful

(iv) Change the voice:

(4 Marks)

- a) Everyone will blame us.
- b) Swati brought a glass of juice for me.
- c) They don't help you
- d) Does your mom pick you up?

(v) Find the mistake.

(3 Marks)

1. If I am a child, I would play outside.
2. I fell asleep while I watched TV.
3. He can speak Japanese because he was born in Canada.

SPACE FOR ROUGH WORK