

M.K.G CA EDUCATION

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TEST-1

CA FOUNDATION

(19-12-2021 3:00 P.M. TO 6:00 P.M)

Paper -2: Business Correspondence and Reporting

Roll No.....

Time allowed: 3 hours

Maximum Marks : 100

Q1 -Identify the kind of sentence, giving and appropriate reason for your choice.

(10 Marks)

1. I like playing basketball, and my brother likes playing tennis.
2. Her name is Sachiko and she comes from Japan.
3. While I was doing my homework, my father cooked the dinner and my mother was asleep in front of the television.
4. To build a doll's house you need wood, a hammer, a saw and lots of nails.
5. Do you want to go swimming tomorrow, or would you prefer to play tennis?
6. My family came to Germany when I was in grade 5, but I never learned to speak German very well.
7. Although it was cold and the rain was getting heavier, we decided to go fishing as planned.
8. You should start working a little harder or you are going to fail your test.
9. Being honest, he is praised by all.
10. When it rains, you should tell the children to come inside, for they will catch cold easily.

Q2 – Transform each sentence into compound and complex.**(20 Marks)**

1. Taking the money, I came back to my mother.
2. The weather being cold, we returned from the playground.
3. Because of his being poor, he could not buy a costly gift.
4. In spite of his running fast, he could not win the race.
5. Coming home, he began to work.
6. Hearing his mother, he ran away.
7. Overwhelmed with grief, the poor widow killed herself.
8. The sea being smooth, we went for a sail.
9. Going to the market, Sam bought a new book.
10. Being late the student refused to enter the school.

Q3 - Convert each sentence as directed.**(5 Marks)****Example -**

Everyone was enthusiastic about the trip even though it was snowing heavily.

(Convert into a simple sentence using in spite of.)

Everyone was enthusiastic about the trip in spite of the heavy snow. E

1. Although Helen had physical limitations, she overcame them to achieve success.
(Convert into a compound sentence using but.)
2. Having seen the movie twice before, Jane changed the channel.
(Convert into a complex sentence using because.)
3. Emma was excited because she would help Granny decorate the Easter eggs.
(Convert into a compound sentence using for.)
4. John played the match even though his leg was injured.
(Convert into a simple sentence using despite.)
5. I admire this author a lot.
(Convert into a complex sentence using whom.)

Q4 – Choose the synonym.**(15 marks)**

1. Candid

- a) Frank b) Crafty c) Simple d) Ambiguous

2. loathe

- a) Baffle b) Instigate c) hate d) Support

3. Ludicrous

- a) absurd b) deep sleep c) oppose d) hate

4. Garrulous

- a) comical b) silent c) lustrous d) chatty

5. Voracious

- a) musical b) kind c) hungry d) clean

6. Eulogize

- a) naughty b) praise c) criticize d) clean

7. Smirk

- a) grin b) talkative c) angry d) talkative

8. Oblivion

- a) absurd b) deep sleep c) forgetfulness d) sleep

9. Sultry

- a) cunning b) cold c) good d) hot

10. Benign

- a) kind b) cunning c) frustrated d) pale

11. Conceited

- a) frustrate b) arrogant c) common d) sweet

12. Crippled

- a) costly b) absent minded c) malfunction d) pale

13. Flamboyant

- a) clear b) loud c) damaged d) lusture

14. Morose

- a) miserable b) lively c) lean d) plot

15. Parched

- a) kind b) bland c) dry d) costly

Q5 – Choose the antonym.

(20 marks)

1. Dearth

- a) abundance b) safety c) costly d) blend

2. Illicit

- a) lawful b) unlawful c) miser d) costly

3. Verdant

- a) kind b) parched c) green d) social

4. Facile

- a) difficult b) cunning c) pale d) smooth

5. Destitute

- a) kind b) secure c) poor d) affluent

6. Euphony

- a) earthly b) smirk c) bad d) pleasant

7. Ambiguous
a) vague b) sunny c) clear d) pivotal
8. Benevolent
a) kind b) respect c) tight -fisted d) benign
9. Diurnal
a) sane b) irregular c) mandate d) ease
10. Extravagant
a) respect b) lavish c) thrifty d) miser
11. Sumptuous
a) plain b) splendid c) rich d) lush
12. Unkempt
a) shaggy b) neat c) groomed d) illicit
13. Bland
a) weak b) strong c) lustrous d) neat
14. Panchromatic
a) bland b) present c) frustrated d) pale
15. Tranquil
a) serene b) turmoil c) nosy d) sprint

Q6 – Change the voice.

(20 marks)

1. He stole her purse.
2. Sudhir jee employed ten men.
3. He did not aim at the hare.
4. Who teaches you?
5. Did he not make a noise?
6. He replied to all the questions.
7. We refused them admission

8. The judge forgave the criminal for his fault.
9. She watched TV.
10. Rahul painted this picture.
11. By whom was the sweater knitted?
12. Nilu knitted the sweater.
13. Who taught you Mathematics?
14. Where did he buy this chair?
15. Why did the court punish him?
16. The dentist pulled out the two teeth of my mother.
17. Who killed the snake?
18. Whom do you teach?
19. The law of gravitation was invented by Newton.
20. Nothing about it was known to her.

Q7 – Give answer to the following questions.

1. Define vertical and chain network under network in communication? **(2.5 marks)**
2. The listener has to be objective, practical, and control his emotions “Explain with reference to importance of listening in communication. **(2.5 marks)**

Q8 – Choose any one.

(5 Marks)

Draft a newspaper report on “Project to interconnect rivers in India” to be published in a national Newspaper.

OR

Write an article of about 250 words on the topic “The pleasure of reading”.