

# **M.K.G CA EDUCATION**

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## **TEST-2**

### **CA FOUNDATION**

#### **Business Correspondence and Reporting**

**(17-10-2021 3:00 p.m. to 6:00 p.m.)**

**Covering topics : Full Syllabus**

**Time allowed: 3 hours**

**Maximum Marks: 100**

**Q1 –Read the following comprehension passages and answer the following questions**

**(5 Marks)**

Cybercrime is a crime which happens online or primarily online. Cybercriminals commit crimes by targeting computer networks or devices. One of the most common methods is by hacking.

Other cybercrimes include cyber-stalking, child sexual exploitation, harassment and bullying.

Hacking means violating IT (Information Technology) Act, and intervening into a computer, or a network system for specific goals, such as stealing money, gaining fame, stealing of confidential data etc. or to exploit someone. The person involved in hacking purpose is known as hacker. Hacker are categorized into three types: (i) White Hat hacker, (ii) Black Hat hacker and (iii) Grey Hat hacker.

White Hat hackers are also known as ethical hackers. White hackers are legal hacker and they never intent to harm a computer or system, rather they find out loopholes in a computer or a network system to keep the system safe from being hacked. Black Hat hackers are called crackers who gain unauthorized access to a system to harm or steal sensitive information.

They find loopholes to gain access to a system. While grey hat hackers are mixture of both black hat and white hat hackers. They do it for fun without the owner's consent.

Some methods to protect yourself safe from cybercrimes are: (i) keep software updated, (ii) use strong passwords, (iii) manage the social media settings as per your privacy, (iv) talk to children about internet, (iv) keep an eye on kids using parental control, (v) keep your identity safe, (vi) do not c lick on any unknown link, (vii) know what do be done if you become a victim.

Children are most common victims of cybercrime. So keeping an eye on children action is very important. Cybercrimes cases in India registered under the IT Ac t, increased between 2011 and 2014. In 2015, there were 11,592 cases of cybercrime in India. Cybercrime cases are increasing day by day. Protection from crime is in your hands. So use internet wisely. Beware of c rime else c rime will not aware you.

**1) Reason for increase in cybercrime are: (1 Mark)**

- a) Increased use of internet
- b) Unawareness of cybercrime
- c) Ignorance of privacy setting
- d) Need of Digitalization

**2) Children are common victim of cybercrime because: (1 Mark)**

- a) a) They are innocent
- b) b) Lack of information about internet
- c) c) Lack of parent awareness
- d) d) Both (a) and (c)

**3) Which action should not be taken? (1 Mark)**

- a) Creating a long password
- b) Activating Internet Security
- c) Creating Database without password
- d) Using Parental control

**4) Synonym of trail is: (1 Mark)**

- a) Harassment
- b) Bullying
- c) Intervening
- d) Stalking

**5) The word assent means:**

**(1 Mark)**

- a) Stealing
- b) Consent
- c) Mixture
- d) Beware

## **Q2 – Note Making**

**Read the passage given below.**

**(i) Make notes, using headings, sub-headings, and abbreviations wherever necessary.**

**(3 Marks)**

**(ii) Write summary.**

**(2 Marks)**

A tax is a financial charge or levy imposed by a state or its functional equivalent upon a taxpayer and the failure to pay such a levy is punishable by law. Taxes are imposed by a number of administrative divisions. Taxes are direct or indirect in nature and are required to be reimbursed in money or its labour equivalent.

Finances obtained through the imposition of taxation have been used by countries and their functional equivalents conventionally to carry out a number of functions. Some of these include protection of property, expenditures on war, economic infrastructure, the enforcement of law and public order, public works, subsidies, social engineering, and the very operation of the government itself. Governments utilise taxes for the funding of welfare and public services.

These services include education systems, pensions for the elderly, health care systems, unemployment rehabilitation and benefits, and public transportation. Energy, water and waste management systems are also common public utilities. A portion of taxes is used alleviate the state's debt and the interest this debt accrues.

The important features of a modern economy are perceived by the efficient, fair and stable financial markets whose contribution is vital and significant for the overall financial system.

The manners in which nations raise taxes are as varied as the amounts they raise. The tax patterns of a country are formulated on a number of factors as its inherent economic structure, its history, and to a significant extent on the tax structures of its neighbouring countries.

Choice plays an important part, as different countries may attach different levels of importance to commonly established characteristics of a superior tax system such as fairness, required economic effects and collection costs that it entails.

The level of the per capita income is a powerful determinant of the nature of taxation a country will adopt, the higher the level of the per capita income, the more a country relies on direct taxes, particularly those on personal income. Consumption taxes although they rise more slowly tend to become relatively important in developed countries. These differentiations in tax structures reflect the basic differences between high and low income countries. Low-income countries it is observed tend to raise additional revenues at the border, as a few collection points require control. For this reason, they rely heavily on excise taxes on tobacco, alcohol and so on. In contrast, direct taxes (and VAT) require a more effective tax administration coupled with sophisticated taxpayers, these conditions are prevalent in developed countries.

**Q3 – Write a precise and give appropriate title to the passage given below.**

**(5 Marks)**

These are two considerations which deserve at least a word in any discussion of the future of the Indian theatre. The first is the rapid development of the cinema as a competitive for prophesied favor. At first, in the early flush of cinematic triumph people—some of whom might have been expected to, know better—prophesies the extinction of the theatre. It is now clear that though here and there, temporarily, the theatre may be affected, the cinema cannot hope to replace the stage and elbow it out of existence. Experience in the West has shown that the stage will always be required as a federal studio. For the Technique is different and great stage actors have, always, to their disgust, discovered that film acting is at least only second best to them; it cannot mean to them what the stage means. Something is lacking in the human touch. In the theatre heart responds to heart and mind acts on mind in a way unknown to the cinema. Thus there is no danger of extinction to the theatre. On the other hand, the rivalry of the screen ought to and will put theatre to a new test and give it a new stimulus that may well lead to still higher planes of artistic achievement. Finally, a word about a national language spoken, written and thought might do for the theatre in India.

With the new awakening in social life the need of a common tongue is being increasingly felt. Much work is being done to bring out a common linguistic medium. The day when, it is accepted will be a great day for the Indian theatre, as it will be for all art in the country. But the theatre, because its life blood is spoken word, will gain most. With a common tongue, with a live national consciousness, the theatre will become to its own as definite instrument of national unity reflecting the national mind, interpreting the national heart and dreaming national dreams for the future.

**Q4 – Draft a new report on “ Flood situation from in southern, western states” to be published in a national newspaper. (5 Marks)**

**Q5 – Choose the word which expresses the meaning of the given word. (10 Marks)**

**1. Crooked**

1. Straight
2. Tapering
3. Twisted
4. Circle

**2. Reckless**

1. Caution
2. Clear
3. Careless
4. Fearless

**3. Humongous**

1. Minute
2. Huge
3. Hungry
4. Hassel

**4. Mesmerized**

1. Enthrall
2. Gruesome
3. Scary
4. Harmony

**5. Proficient**

1. Regular
2. Expert
3. Weak
4. Reserve

**6. Fiction**

1. Fantasy
2. Story
3. Fact
4. Reality

**7. Demote**

1. Rise
2. Upgrade

3. Decline
4. Downgrade

**8. Inchoate**

1. Contextual
2. Notified
3. Rudimentary
4. Disseminate

**9. Hone**

1. Grind
2. Jumble
3. Heuristic
4. Chrome

**10. Sturdy**

1. Stealth
2. Very small
3. Peculiar
4. Indomitable

**Q6 – Select a suitable antonym of the given words.**

**(10 Marks)**

**1. Predicament**

- 1) Injury
- 2) Ease
- 3) Accident
- 4) Horrifying

**2. Support**

- 1) Disturb
- 2) Attend
- 3) Oppose
- 4) Attack

**3. Frivolous**

- I. Resolute
- II. Gleeful
- III. Fragile
- IV. Advantageous

**4. Vituperate**

- 1) Dignity
- 2) Relevance
- 3) Exculpate
- 4) Perturb

**5. Turmoil**

- 1) Kindness

- 2) Compliments
- 3) Adjuster
- 4) Serenity

**6. Sane**

- 1) Ego
- 2) Frantic
- 3) Composer
- 4) Gleaner

**7. Vigilant**

- 1) Inattentive
- 2) Curious
- 3) Concerned
- 4) Careful

**8. Adhere**

- I. Rules
- II. Stick
- III. Disobey
- IV. Kinked
- V. Proximity

**9. Cyclical**

- 1) Recurrent
- 2) Unidirectional
- 3) Appearing
- 4) Vehicular

**10. Inept**

- 1) Aptitude
- 2) Long lasting
- 3) Inappropriate
- 4) Skilled

**Q7 – choose the correct answer.**

**(10 Marks)**

**1. Cry over spilled milk**

- 1) Drain milk
- 2) Complain about something that can't be rectified
- 3) Get into altercation with someone
- 4) Misbehave with someone

**2. Judge the book by its cover**

1. Reading a book
2. To detect a fraud

3. Rely on outward appearance
4. To be intimidated by appearance

### **3. Out of the blue**

1. Something happens that was unexpected
2. Something happens that was very much expected
3. From the sky
4. From the ocean

### **4. Day in day out**

1. Coming and returning in day time
2. The day of importance
3. Continuously
4. Within a day

### **5. Clouds on the horizon**

1. A ray of hope
2. Hopelessness
3. A problem can be seen in future
4. Problems are unlimited

### **6. To rule the roost**

1. To dominate
2. To be unsure
3. To be lazy
4. To like eating chicken

### **7. A far cry**

1. To break silence
2. Shout loudly
3. Very different
4. Disappoint

### **8. To grease the palm**

1. Treat suffer
2. To offer bribe
3. To swim in deep sea
4. To be in deep thought.

### **9. Storm in tea cup**

1. Crave for something
2. Drink tea often
3. Get into quarrel
4. Making a big issue out of a small thing

**10. Whole nine yards**

1. Treat suffer
2. To offer bribe
3. To swim in deep sea
4. To give hundred percent.

**Q8 –Classify the following sentence as Simple, Compound, Complex or Compound – Complex.****(5 marks)**

1. Before the queen rode in the parade, she gave a speech.
2. We won the game, but my uniform was muddy because it rained the entire time.
3. The sun is shining through the clouds, so I think that we can go swimming.
4. James and Eve rode their bicycles after they ate lunch.
5. I will get to watch television, but first, I have to clean up the dishes after we finish eating.

**Q9 –Change the voice as per the sentence.****(10 Marks)**

1. Close the door.
2. A conservative lifestyle was led by the women in olden days.
3. Who taught you commerce
4. The test must be completed by you in 1 hour.
5. The critic wrote a scathing review.
6. By whom has this building been vandalized?
7. Respect elders in the family.
8. Who write this article?
9. The researchers **compared** the behavior of two groups of children.?
10. We are going to watch a movie tonight.

**Q10 – change the speech.****(10 Marks)**

1. She said to me , " I like you very much."
2. I said to her," Why do you like me ?"
3. Rudra asked Kinjal if she was stupid.
4. Kinjal said to her father," Bring me a car."
5. John said to me , " Do you know where he is ?"
6. The students said," Alas ! We are fail again."
7. I said to him," When I went there, he was sleeping."

8. She told me that she had been waiting for you for two hours.
9. I said to my teacher, " Good morning, sir."
10. Mona said to me, " You know me, don't you?"

**Q11–Answer the following question. Each question carries 1 mark.**

**(5 Marks)**

1. Written communication has a longer life than oral communication.
2. Grapevine communication has its own utility in disseminating information.
3. Paralanguage is not very reliable
4. Face to face communication is sometimes better than written communication.
5. Filtering means manipulation of information.
- 6.

**Q12 – You are Aman Saxena. Write a chronological resume for doing an article ship in XYZ ltd by Dec XX-XX-XX. Specify your availability. Express your interest in the company.**

**(5 Marks)**

**Q13– You are Secretary of Ferguson College Thrift and Credit Cooperative Society (FCTCCS), Chennai. You had issued a notice to hold the monthly meeting of its Executive Committee to transact following business.**

**(5 Marks)**

- (i) To confirm the minutes of the last meeting.
- (ii) To consider loan applications for Rs.50,000 each received from three members.
- (iii) To recommend dividend for the year 2005-06.
- (iv) To consider resignation of Mr.Pankaj Agarwal, the treasurer of the society.
- (v) To fix the date of Annual General Meeting of the society

The meeting took place on 10th September, 2006. Draw the minutes keeping above agenda in mind.

**Q14 - Rewrite any ten of the following sentences as directed :**

**(5 Marks)**

1. His feet were \_\_\_\_\_ and hair undressed. Who will \_\_\_\_\_ this loss ?  
(Fill in the blanks choosing a suitable word \_\_\_\_\_ Bear/ Bare).
2. (ii) He \_\_\_\_\_ an altogether new device to save labour.  
(Fill in the blank choosing a suitable word \_\_\_\_\_ Discovered /Invented.)
3. Correct the following sentences.
  - (i) He is in search for a good house.
  - (ii) The chairman is superior than the secretary.

4. What other sports do you play \_\_\_\_\_ hockey ?

(Fill in the blank Choosing a correct word \_\_\_\_\_ beside/besides.)

**Q15 - You are Manager- Administration. The Stores Section, a part of your department is to undergo annual stock taking on 29th – 30th June, 2018. Hence, no dispatches would be possible. Draft an office note (memorandum) to be sent to all departments in your organization informing them of the above.**

**(5 Marks)**

**OR**

**Q16 - Mr. ABC is an IT manager in quick Software Solutions Private Limited. Write a mail on behalf of Mr. ABC to Mr. MNJ, dealer of HP Laptops seeking quotation for 10 new laptops of model HP-610. The laptops are required for new branch of Quick Software Solutions Private Limited.**

**(5 Marks)**