

FOUNDATION COURSE

PAPER 2: SECTION-B: BUSINESS CORRESPONDENCE AND REPORTING TEST-11

Max Marks: 10

**Q1 - Write a précis and give appropriate titles to any one of the two passages given below.
(5 marks)**

It is physically impossible for a well educated intellectual or brave man to make money the chief object of his thoughts: Just as it is for him to make his dinner the principal object of them. All healthy people like their dinner, but dinner is not the main object of their lives. So all healthy minded people like making money, ought to like it. And enjoy the sensation of winning it; but the main object of their life is not money; it is something better than money. A good soldier, for instance mainly wished to do his fighting well. He is glad of his pay very properly so, and justly grumbles when you keep him ten years without it- still, his main notion of life is doctors. They like fees no doubt, ought to like them; yet if they are brave and well educated, the entire object of their lives is not the fees. They, on the whole, desire to cure the sick, and if they are good doctors, and the choice were fairly put to them, they would rather cure their patient, and lose the fee than kill him and get it. And so with all other brave and rightly trained men; their work is first, their fee second-very important no doubt but still second. But in every notion, as I said, there are vast numbers of people who are ill educated cowardly and more or less stupid. And with these people just as certainly the fee is first and the work second.

Q2 – Write four barriers of effective communication? (2 marks)

Q3 – Write the best expression of the following. (1 mark)

Exorbitant

- a) Light b) exclusive c) enormous d) easy

Q4 – Write the antonym of the following? (1 mark)

Prerogative

- a) Positive b) embargo c) invincible d) grapple

Q5 – Change the speech. (2 marks)

- a) The teacher says “the exams are going to be held on Monday”
b) The master yelled at the servant ,”get lost and don’t show your face again”

Q6 – Change the voice.

(2 marks)

- a) Sam will give all the books to the orphans.
- b) By whom are you trained?

Q7 -Write a précis and give appropriate titles to any one of the two passages given below.

(5 marks)

There are different types of forests in India. So, the products received from these forests are also several. The following are some of the forest products which are important in the growth and development of industries.

Forest products and the industries based on them:

Timber : Timber from the forest are utilised in building activities, industries and in carpentry workshops. In Andaman Islands, Asia's largest saw mill has been in operation.

Rubber : Rubber trees are grown in large numbers on the Western Ghats. As a consequence, there are a large number of industries dependent on rubber in the Peninsular India.

Wood Pulp : Wood pulp is made from the wood of the forests and paper is manufactured from the pulp. Paper mills are large in number in the States of Tamil Nadu, Maharashtra, West Bengal and Madhya Pradesh. In the city of Nepa in Madhya Pradesh, there is a newsprint industry.

Lac and Wax : Lac and Wax are forest products and they are used in manufacturing paints. Thus a number of industries make use of forest products.

And for the growth of the cottage industries the forests have been responsible in many an instance.

Q 8 – Choose the correct answer.

(2 marks)

Clouds on the horizon

- a) A ray of hope
- b) Hopelessness
- c) A problem that can be seen in future
- d) Problems are unlimited

Bite the bullet

- a) To be very happy
- b) To endure painful or unpleasant situation
- c) To run away from the problem.
- d) To spend money lavishly