

FOUNDATION COURSE

PAPER 2: SECTION-B: BUSINESS CORRESPONDENCE AND REPORTING

TEST -1

Total marks - 50

Q1 –Read the following comprehension passages and answer the following questions (4 Marks)

All languages are systematic and rule bound. Children across the world acquire their natural language in same manner. In this context, linguistics is not simply the study of foreign languages. It is the scientific, organized and systematic study of a language. Linguists examine and evaluate language on the basis of words, sentence, word order, pronunciation to discuss the internal language mechanism. Generally people understand that a linguist can speak many languages. However there is big difference between a linguist and a polyglot. India as a case in example has six distinct language families. It is estimated that approx. seventeen hundred languages are spoken in India only.

Hindi is a rich language but does not still have a national language status in terms of official usage although it is official language for some states. English is official language for most other states. Most countries have only one language besides Canada where French and English both are official languages. In the western world, countries are strongly associated with single languages and vice versa. Linguists see this due to the rise of nation states in the past few centuries where single languages attained official status in individual countries, English in the United Kingdom, French in France, Italian in Italy, etc. However beneficial the official status of one language may be for a modern country in terms of government, public discourse, higher education, etc., it is not helpful to other languages which may be found within the borders of a particular country. In many aspects language represents our identity and culture.

Furthermore, even in countries where only one language is spoken, say Dutch in the Netherlands, there may well be different dialects of this language closely related to the national language. Even within Europe, and most certainly outside of it, the equation of one country with one language breaks down. Switzerland is a good example of a country where a single national identity exists across three major and one minor speech community: Swiss German, French, Italian and Rhaeto-Romance. Beyond Europe it is more the rule than the exception for countries to have several languages within their borders. One need only think of such countries as India and China or Siberian Russia to see how many languages can be integrated into a single state. In such instances, there is of course an official language which serves the function of a lingua franca, that is, a language which is used as a means of communication among those groups who do not speak each others language.

1. A linguist is one who

- a- knows many languages
- b- make a language
- c- speak many languages
- d- master in programming language

2. India as a linguistic area has-

- a- a single language
- b- six languages
- c- only one official language
- d- many languages

3. Language represents-

- a- Population
- b- Identity
- c- Boundary
- d- civilization

4. Lingua franca means no

- a- Any language used for speech and writing between business purpose
- b- Language for business
- c- Any language used for communication between groups who have no other language in common.
- d- Any language used for communication between the particular speech community

Q2 – Note Making

Read the following passage/news story and make proper notes.(5 Marks)

Market risk is inevitable part of capital market. Broadly, 'MR' means changes in the market prices of underlying. In commercial business the market risk may be a consequence but in capital market it forms organization's core business. MR can arise in different stages of services or different timing say during an hour, a day or a week. Generally, the primary concern in assessing the market risk is to assess it in absolute term or relative changes in comparison of

any benchmark say interest rates etc. The market risk can be broken down into different classes: such as interest rate risk, foreign exchange risk, commodity risk and equity risk. Interest rate risk arises due to change in the yield curve.

It affects not only current value of items of Balance Sheet of a financial institutions but also the off the Balance Sheet items. Foreign exchange risk arises on account of change in the price of foreign currency. Commodity risk arises due to change in price of commodities, commodity price index etc. and Equity risk occurs when there is a fall in equity indices or most of the shares. Equity risk normally results from any unprecedented events say sovereign default etc.

Q3 – Write a precise and give appropriate title to the passage given below. (5 Marks)

There are approx. 6000 languages spoken worldwide. Out of them only some languages have script while others exist only in spoken form. Language diversity is common phenomena to the human. But Language death is equal to human death. In this regard, we need to work for language documentation, making new language policy, and new application to enhance the vitality of languages. A language is endangered when it is on a path toward extinction. Indeed, without proper documentation, a language that is extinct can never be revived.

A language is in danger when its speakers cease to use it, use it in an increasingly reduced number of communicative domains, and cease to pass it on from one generation to the next. That is, there are no new speakers, adults or children. About 97% of the world's people speak about 4% of the world's languages; and conversely, about 96% of the world's languages are spoken by about 3% of the world's people (Bernard 1996: 142). Many indigenous peoples, associating their disadvantaged social position with their culture, have come to believe that their languages are not worth retaining. For linguist, each language is unique and each language is a unique expression of the human experience of the world.

Thus, the knowledge of any single language may be the key to answering fundamental questions of the future. Every time a language dies, we have less evidence for understanding patterns in the structure and function of human language, human prehistory, and the maintenance of the world's diverse ecosystems. Raising awareness about language loss and language diversity will only be successful when meaningful contemporary roles for minority languages can be established, for the requirements of modern life within the community as well as in national and inter national contexts. External Specialists and Speech Communities
External language specialists, primarily linguists, educators, and activists see their first task as documentation

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

- I. Straight
- II. Tapering
- III. Twisted
- IV. Circle

2. Reckless

- I. Caution
- II. Clear
- III. Careless
- IV. Fearless

3. Humongous

- I. Minute
- II. Huge
- III. Hungry
- IV. Hassel

4. Mesmerised

- I. Enthral
- II. Gruesome
- III. Scary
- IV. Harmony

5. Proficient

- I. Regular
- II. Expert
- III. Weak
- IV. Reserve

6. Fiction

- I. Fantasy
- II. Story
- III. Fact
- IV. Reality

7. Demote

- I. Rise
- II. Upgrade
- III. Decline
- IV. Downgrade

8. Inchoate

- I. Contextual

- II. Notified
 - III. Rudimentary
 - IV. Disseminate
9. Hone

- I. Grind
 - II. Jumble
 - III. Heuristic
 - IV. Chrome
10. Sturdy

- I. Stealth
- II. Very small
- III. Peculiar
- IV. Indomitable

Q6 – Select a suitable antonym of the given words. (10 Marks)

1. Predicament
- I. Injury
 - II. Ease
 - III. Accident
 - IV. Horrifying
2. Support
- I. Disturb
 - II. Attend
 - III. Oppose
 - IV. Attack
3. Frivolous
- I. Resolute
 - II. Gleeful
 - III. Fragile
 - IV. Advantageous
4. Vituperate
- I. Dignity
 - II. Relevance
 - III. Exculpate
 - IV. Perturb
5. Turmoil
- I. Kindness
 - II. Compliments
 - III. Adjuster
 - IV. Serenity
6. Sane
- I. Ego
 - II. Frantic
 - III. Composer

- IV. Gleaner
- 7. Vigilant
 - I. Inattentive
 - II. Curious
 - III. Concerned
 - IV. Careful

8. Adhere

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

9. Cyclical

- I. Recurrent
- II. Unidirectional
- III. Appearing
- IV. Vehicular

10. Inept

- I. Aptitude
- II. Long lasting
- III. Inappropriate
- IV. Skilled

Q7 – choose the correct answer.(2.5 Marks)

1. Cry over spilled milk
 - I. Drain milk
 - II. Complain about something that can't be rectified
 - III. Get into altercation with someone
 - IV. Misbehave with someone
2. Judge the book by its cover
 - I. Reading a book
 - II. To detect a fraud
 - III. Rely on outward appearance
 - IV. To be intimidated by appearance
3. Out of the blue
 - I. Something happens that was unexpected
 - II. Something happens that was very much expected
 - III. From the sky
 - IV. From the ocean
4. Day in day out
 - I. Coming and returning in day time
 - II. The day of importance
 - III. Continuously

IV. Within a day

5. Clouds on the horizon

- I. A ray of hope
- II. Hopelessness
- III. A problem can be seen in future
- IV. Problems are unlimited

Q8 – turn the active into passive.(2 Marks)

- I. The public threw stones on the thief
- II. Who taught you commerce

Q9 – Turn the passive into active (2 Marks)

- I. A conservative lifestyle was led by the women in olden days.
- II. The test must be completed by you in 1 hour.

Q10 – change the direct speech into indirect.(2 Marks)

- I. Children said," How intelligent Sam is?"
- II. The teacher praised the girl," You have been working

Q11- I. What is gender barrier?(1 Mark)

II.Differentiate between vertical and wheel spoke method of communication? (1.5Marks)