

FOUNDATION COURSE

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

Max Marks: 50

1. (B) - Read the passage carefully and answer the questions that follow: (5 Marks)

The worst days of any summer are the rainy ones. We spend all year looking forward to nice weather and long, hot days. All of winter, with its dreary gray days and bitter cold, we dream of those endless days at the beach, laying on the sand and soaking in the bright and burning sun. And then, summer comes, and it rains. As a child, I would wake up to rainy summer days and come close to crying. It wasn't fair. We suffered through months of school and miserable weather for those scant ten weeks of freedom and balmy weather. Any day that I could not spend at the beach or playing ball with my friends seemed like a punishment for something I didn't even do.

On those rainy summer days, I had nothing fun to do and could only sit inside, staring out at the rain like a Dickensian orphan. I was an only child, so there was no one else to play with. My father worked from home, so I was not truly alone, but he could not actively play with me since he was technically at work. It was those days that I would resign myself to whatever was on television or any books that I could find lying around. I'd crawl through the day and pray each night that the rain would not be there the next day. As an adult, though, my opinion of summer rain has changed. When you have to work every day, summer is not as eagerly anticipated. Mostly, the days run together, bleeding into each other so that they no longer seem like separate entities and instead feel like continuations of the same long day.

Everything seems monotonous and dull, and an ennui or listlessness kicks in. Such a mindset makes you cheer for anything new or different. I spend the winter dreaming of summer and the summer dreaming of winter. When summer comes, I complain about how hot it is. And then I look forward to the rain, because the rain brings with it a cold front, which offers a reprieve-admittedly one that is all too short-from the torture of 100° and humid days. Rainy days are still the worst days of the summer, but summer rain today means positively beautiful-and considerably cooler-weather tomorrow.

1. The passage makes use of language that is

(a) metaphorical

(b) rhetorical

- (c) formal
2. According to the passage, summer is different for adults
- (a) rain brings with it cold temperatures for the following days
 - (b) the weather is much warmer than it is for children
 - (c) they do not get a long time off from work for the season
 - (d) they better know how to occupy their downtime
3. According to the passage, which of the following is a true statement about the narrator as a child?
- (a) he or she was often bored on summer days.
 - (b) he or she liked staying indoors.
 - (c) he or she had no siblings.
 - (d) he or she preferred cooler weather.
4. Compared to how he or she was as a child, the narrator as an adult is
- (a) more realistic
 - (b) less excitable
 - (c) more idealistic
 - (d) less calm
5. As used in the final paragraph, the word reprieve most nearly means
- (a) a permanent conclusion
 - (b) a short continuation
 - (c) a higher level of pain
 - (d) a temporary break

Q2 - Choose the correct form of the verbs in brackets.(Choose a or b option) (7 Marks)

FIAT 0 _____ was started **((a) started/(b) was started)** by a group of Italian businessmen in 1899. In 1903, Fiat, 1 _____ **((a) produced/(b) was produced)** 132 cars. Some of these cars 2 _____ **((a) exported/(b) were exported)** by the company to the United States and Britain. In 1920, Fiat 3 _____ **((a) started/(b) was started)** making cars at a new factory at Lingotto, near Turin. There was a track on the roof where the cars 4 _____ **((a) tested/(b) were tested)** by technicians. In 1936, Fiat launched the Fiat 500. This car 5 _____ **((a) called/(b) was called)** the Topolino – the Italian name for Mickey Mouse. The company grew, and in 1963 Fiat 6 _____ **((a) exported/(b) was exported)** more than 300,000 vehicles. Today, Fiat is based in Turin, and its cars 7 _____ **((a) sold/(b) are sold)** all over the world.

Q3 - Complete the following sentences using appropriate active or passive verb forms. Choose your answers from the given options a,b or c. (10 marks)

1. The problem to the children. **((a) explained / (b) was explained)**
2. Those pyramids around 400 AD. **((a) built / (b) were built)**
3. All the trouble by your mother. **((a) has caused / (b) was caused)**
4. The visitors **((a)were shown / (b) have shown)** a collection of old manuscripts.
5. I him ten thousand pounds last year. **((a) lend / (b) lent / (c) was lent)**
6. She of spiders. **((a) frightened / (b) is frightened)**
7. That picture by my grandmother. **((a) painted / (b) was painted)**
8. I by his attitude. **((a) shocked / (b) have shocked / (c) was shocked)**
9. Excuse the mess. The house **((a) is painting / (b) is being painted / (c) has painted)**
10. I knew why I **((a) had chosen / (b) had been chosen)**

Q4--In the following questions, a Sentence has been given in Direct/Indirect. Out of the Four alternatives suggested, select the one which best Expresses the same sentence in Direct/Indirect and mark Your answer.(10 marks)

1. I said to him, "Will you go to Delhi?"

- (1) I asked him will he go to Delhi.
- (2) I said to him would he go to Delhi.
- (3) I asked him if he would go to Delhi.
- (4) I said to him would you go to Delhi.

2. He said, 'I have read this novel.'

- (1) He said that he has read this novel.
- (2) He said that he had read that novel.
- (3) He said that he read that novel.
- (4) He said that he had read this novel.

3. Tania said to her friend, 'Can you lend me an umbrella?'

- (1) Please give me an umbrella Tania requested her friend.
- (2) Will you lend me your umbrella, Tania asked her friend.
- (3) Tania requested her friend to lend her an umbrella
- (4) Tania asked her friend to give her an umbrella.

4. Sita said, 'I may go there.'

- (1) Sita says that she may go there.
- (2) Sita says that she is going there.

(3) Sita said that she will go there.

(4) Sita said that she might go there.

5. My friend requested me to bring him a sandwich.

(1) He said, 'My friend, please bring me a sandwich.'

(2) My friend said, 'Will you bring me a sandwich.'

(3) 'Please bring me a sandwich', said my friend.

(4) 'Please bring my friend a sandwich', said he.

6. He said, 'If I had the tools I could mend the car.'

(1) He said that if he had the tools he could mend the car.

(2) He tells that he had the tools he could mend the car.

(3) He said I could mend the car if I have the tools.

(4) He told he could mend the car.

7. She said to the children, 'You mustn't play with fire.'

(1) She told the children they were not to play with fire.

(2) She told the children that they mustn't play with fire.

(3) She told the children not to play with fire.

(4) She told the children they are not to play with fire.

8. Everybody says, 'How well she sings!'

(1) Everybody comments that she sings well.

(2) Everybody says how well she sings.

(3) Everybody tells that she sang very well.

(4) Everybody says that she sang well.

9. He says that he is very sorry.

(1) He said, 'He was very sorry'.

(2) He says, 'I am very sorry'.

(3) He said, 'He is very sorry'.

(4) He told me. 'I felt sorry'.

10. Daman says, 'Priya is working in Ahmedabad.'

(1) Daman say that Priya was working in Ahmedabad.

(2) Daman said that Priya was working in Ahmedabad.

(3) Daman said that Priya works in Ahmedabad.

(4) Daman says that Priya is working in Ahmedabad.

11. Anne said. 'It is time to leave for the meeting.'

(1) Anne said that it was time to leave for the meeting.

(2) Anne told that it is time to leave for the meeting.

(3) Anne said its time to leave for the meeting.

(4) Anne said that it was time for the meeting.

12. The old man said that he would soon be leaving the world.

(1) The old man said, "I shall soon be leaving the world."

(2) The old man said. "I am soon leaving the world."

(3) The old man said, "I would soon leave the world."

(4) The old man said, "I am going to leave the world soon."

13. "Come home early" said Mr. Matthew to his clerk.

(1) Mr Matthew told his clerk to come home as early as possible.

(2) Mr Matthew asked his clerk to be home early.

(3) Mr Matthew ordered his clerk to come home Early.

(4) Mr Matthew requested his clerk to come home a little early.

14. I said, "Water is essential for life."

(1) Water is essential for life was said by me.

(2) I told that water was essential for life.

(3) I exclaimed that water was essential for life.

(4) I said that water is essential for life.

15. She asked me if I was going to college.

(1) She said, "Am I going to college?"

(2) She said to me, "Are you going to college?"

(3) She asked me, "Will you go to college?"

(4) She asked to me, "Was I going to college?"

16. Iba said that she might go home the next day with her sister.

(1) Iba said, "I could go home tomorrow with my sister."

(2) Iba said, "I may just go home tomorrow with my sister."

(3) Iba said, "I can go home tomorrow with my sister."

(4) Iba said, "I will go home tomorrow with my sister."

17. He said, "I was doing it."

(1) He said that he had been doing it.

(2) He said that he had done it.

(3) He said that he has done it.

(4) He said that he did it.

18. The lady asked me how my uncle was.

(1) The lady said to me, "How is your uncle?"

(2) The lady asked me, "How has your uncle been ?"

(3) The lady said to me, "How was your uncle?"

(4) The lady asked me, "How is your uncle doing?"

19. He said, "Honesty is the best policy."

- (1) He said that honesty is the best policy.
- (2) He said that honesty was the best policy.
- (3) He said that honesty had been the best policy.
- (4) He said that honesty has been the best policy.

20. He said that he intended to leave for Surat that night.

- (1) "I intend to leave for Surat that night" he said.
- (2) "I intend to left for Surat that night" he said.
- (3) "I intended to leave for Surat tonight" he said.
- (4) "I intend to leave for Surat tonight" he said.

Q5 - Choose the synonyms

(10 Marks)

1) Crooked

- (a) Straight
- (b) Tapering
- (c) Twisted
- (d) Circle

2) Predicament

- (a) Injury
- (b) ease
- (c) accident
- (d) horrifying

3) Reckless

- (a) cautious
- (b) careless
- (c) clear
- (d) fearless

4) Humongous

- (a) minute
- (b) huge
- (c) hungry
- (d) hassle

5) Mesmerized

- (a) enthrall
- (b) gruesome
- (c) scary
- (d) harmony

6) Proficient

- (a) regular (b) expert (c) weak (d) reserve

7) Fiction

- (a) fantasy (b) story (c) fact (d) reality

8) Demote

- (a) Rise (b) upgrade (c) decline (d) downgrade

9) Perpetual

- (a) general (b) emotion (c) stubborn (d) continuous

10) Illicit

- (a) storage (b) emotional (c) unlawful (d) grand

Q6- Select the correct meaning of the following idioms/phrases among the alternatives given below. (6 Marks)

(i) 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

(ii) Day in and day out

- (1) Coming and returning in day time
- (2) The day of importance.
- (3) Continuous
- (4) Within a day

(iii) 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.

(1 Mark)

(iv) To grease the palm

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

(v) Cry over spilled milk

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

(vi) Judge a book by its cover.

- (1) Reading a book
- (2) To detect a fraud
- (3) Rely on outward appearance
- (4) To be intimidated by appearances

Q7 - Fill up the blank with the most suitable preposition or adverb given in the brackets. (2 marks)

1. _____ He apologized _____ his teacher for his misbehaviour. (to /from / with / against)
2. _____ We will take _____ this issue when we meet next week. (up/on/over)