

# FOUNDATION COURSE

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

Max Marks:

Q1` - Read the passage carefully and answer the questions that follow:

As financial markets worldwide **tumbled** over concerns that Greece would default on its debt to the troika comprising the European Commission, the European Central Bank and the International Monetary Fund, the people of Greece were being presented with a *Hobson's choice* by its government led by the leftist party platform, Syriza. In the midst of intense negotiations with representatives of the troika over rolling over debt payments, the Syriza government sought to extend the deadline for payments in order to allow it to put the conditionalities of the troika for a bailout extension to a referendum vote.

Prime Minister Alexis Tsipras has denied that this referendum, scheduled for July 5, is on whether or not to continue within the eurozone; he says it is only on the acceptance of the troika's demands. But with the troika unrelenting on the June 30 deadline for repayment of debts to the IMF, and Greece being in no position to pay, the referendum could more or less be on remaining in the eurozone. This presents a difficult choice for the people of Greece. After all, the Syriza was voted to power in January 2015 precisely on the promise of halting the programme of **austerity** imposed by creditors that has resulted in a **drastic** contraction of Greece's economy and increase in unemployment.

Yet, the mandate was also for negotiations to remain within the eurozone as Greek voters had realised that the Grexit would mean too much pain (at least in the near term) due to capital flight, a run on the banks and other troubles in returning to the drachma as currency. Over the past five months, Syriza representatives, true to their mandate, have sought to alter Greece's terms of engagement with its creditors, seeking debt relief that would allow fiscal expansionary policies to **spur** the economy. Yet, the troika's response has been to stonewall the proposals and instead push Greece to further the austerity measures it has pursued following the first major bailout in 2010 and another in 2012.

The troika's reasoning is simple: tolerating a Greek default would amount to sending signals to other creditor-nations about similar leniency. Instead, the troika has merely offered a five-month extension of Greece's bailout programme with fresh funds but with persisting austerity conditions. With barely a concession to the Greek position, there remains a wide gap between the Greek people's expectations and the EU recommendations. With Greece already having to impose capital controls and bank holidays to avoid further capital flight — measures that were supposed to be taken in the event of an

exit from the EU — it begs the question whether the Grexit is **inevitable**.at 27 per cent of its expenditure, Punjab and Chhattisgarh have the lowest at 4 per cent of total expenditure.

**1. Choose an appropriate title for the passage?**

- a) The woes of Greece
- b) Greek economic crisis
- c) Greece debt crisis
- d) Greece, the weak link in the Eurozone.
- e) None of these

**2. Which of the following can be true according to the passage?**

- I. Syriza was voted to power in January 2015 precisely on the promise of halting the programme of austerity imposed by creditors.
  - II. Alexis Tsipras has denied that this referendum, scheduled for July 5, is on whether or not to continue within the Eurozone.
  - III. The troika's reasoning is simple: tolerating a Greek default would amount to sending signals to other creditor-nations about similar leniency.
- a) A and B
  - b) A and C
  - c) B and C
  - d) All A, B and C
  - e) None of these.

**3. Why Prime Minister Alexis Tsipras has denied the referendum?**

- a) because this presents a difficult choice for the people of Greece.
- b) because it is only on the acceptance of the troika's demands.
- c) because seeking debt relief that would allow fiscal expansionary policies to spur the economy.
- d) because the austerity measures it has pursued following the first major bailout in 2010 and another in 2012.
- e) None of these.

**4. What does the Idiom '*Hobson's choice*' as used in the passage mean?**

- a) have different choices
- b) have only one choice.

- c) No choice at all.
- d) have many choices
- e) None of these.

5. Choose the word/group of words which is most similar in meaning to the word “INEVITABLE”

- a) avoidable
- b) uncertain
- c) evadable
- d) ineluctable
- e) None of these

**(b) read the passage**

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

**(3 marks)**

**(ii) Write summary**

**(2 marks)**

By making it optional for cinema halls to play the national anthem before every show, the Supreme Court has at last removed the coercive element it had unfortunately introduced by an interim order in November 2016. Laying down a judicial rule that the anthem must be played on certain occasions in specific places, in the absence of any statutory provision to this effect, was unnecessary and opened the court to charges of over-reach. With the Centre saying this directive could be placed on hold, and that it would set up an inter-ministerial committee to recommend regulations for the presentation of the national anthem, the court has said it is not mandatory to play it in cinema halls.

The panel will also suggest changes in the Prevention of Insults to National Honour Act, 1971, or in the Orders relating to the anthem issued from time to time. Justice D.Y. Chandrachud, one of the three judges on the Bench, had at an earlier hearing doubted the wisdom of asking patrons of cinema to visibly demonstrate their patriotism each time they entered a theatre to watch a film, remarking that there was no need for an Indian to “wear his patriotism on his sleeve”. He had asked at what point would such “moral policing” stop if it were to be prescribed that some kinds of apparel should not be worn at the movies as they could amount to showing disrespect to the national anthem. The court’s order also had some unintended, but not unforeseen, consequences. The audience began looking for signs of ‘disrespect’ and there were reports of vigilantism, with people beaten up or harangued for not standing up.

**Question 2**

**(a) Define verbal and non verbal communication?**

**(1 mark)**

**(b) i. choose the word which best expresses the meaning of the given word.**

**Aerate**

- |             |                    |          |
|-------------|--------------------|----------|
| 1. Opening  | 2. Give way to air |          |
| 3. to bring | 4. Excite          | (1 mark) |

**ii. select a suitable antonym for the word given in question.**

**Salutary**

- |               |               |          |
|---------------|---------------|----------|
| 1. Work       | 2. Verify     |          |
| 3. nutritious | 4. Beneficial | (1 mark) |

**iii. change the following sentence to indirect speech :**

The Shopkeeper says, "Prices are shooting up alarmingly." (1 mark)

**(c) Write a précis and give appropriate title to the passage given below:**

Trees give shade for the benefit of others, and while they themselves stand in the sun and endure the scorching heat, they produce the fruit of which others profit. The character of good men is like that of trees. What is the use of this perishable body if no use is made of it for the benefit of mankind? Sandalwood, the more it is rubbed, the more scent does it yield. Sugarcane, the more it is peeled and cut up into pieces, the more juice does it produce. The men who are noble at heart do not lose their qualities even in losing their lives. What matters whether men praise them or not? What difference does it make whether they die at this moment or whether lives are prolonged? Happen what may, those who tread in the right path will not set foot in any other. Life itself is unprofitable to a man who does not live for others. To live for the mere sake of living one's life is to live the life of dog and crows. Those who lay down their lives for the sake of others will assuredly dwell forever in a world of bliss-

**(5 Marks)**

**Question 3**

**(a) Write any four barriers to effective communication?** (2 Marks)

**(b) Choose the word which best expresses the meaning of the given word:**

**(i) Impede**

(1) hamper

(2) predict

(3) improve

(4) Against (1 Mark)

(ii) **Surreptitiously**

(1) legally

(2) secretly

(3) loudly

(4) Grand (1 Mark)

(iii) **Change the following sentence into indirect speech:**

The man said, "Is your father at home?" (1 Mark)

(c) Submit an Action Taken Report, based on a meeting held to discuss the failure of long pending dues by an old client. Mention clearly what decision was taken.

(5 Marks)

**Question 4**

(a) (i) Based on communication channels, what are the different kinds of communication methods?  
(2 Marks)

OR

(ii) List at least 5 barriers of communication. Explain any two of them in your own words (2 Marks)

(b) (i) Complete the expression by supplying a suitable preposition or adverb particle. Choose your answer from the options given in brackets.

We will take \_\_\_\_\_ this issue when we meet next week. (up/on/over) (1 Mark)

(ii) Rewrite the following sentence in Passive Voice

May God bless you with health and happiness. (1 Mark)

(iii) Rewrite the following sentence in Active Voice.

He will be given a ticket for over speeding by the police officer. (1 Mark)

(c) Write a report for your school magazine, about a cultural fest held in your school last week. Mention the various schools that participated, the cultural programmes, the food stalls (5 Marks)

**Question 5**

(a) What are the main steps in the process of communication? (2 Marks)

(b) Select the correct meaning of idioms / phrases given below:

**Food for thought**

(a) Incomplete information

(b) Good knowledge

(c) Uncensored words

(d) Baseless facts.

**(1 Mark)**

**Sell like hotcakes**

(a) A difficult campaign

(b) Controversial marketing

(c) Good baker

(d) Fast selling / in huge number.

**(1 Mark)**

(iii) Rewrite the following sentences in the active voice:

My aunt prepares delicious desserts

**(1 Mark)**

(b) As the Manager, Supply Chain Division, of an FMCG company write an enquiry letter to your counterpart of an Oil Manufacturing company, stating your queries regarding oil prices at bulk rate

**(5 Marks)**