

# FOUNDATION COURSE

## PAPER 2: SECTION-B: BUSINESS CORRESPONDENCE AND REPORTING TEST - 6

Max Marks:15

**Q1 – In a sentence has been given in Active/Passive Voice. Out of the four alternatives suggested, select the one which best expresses the same sentence in Passive/Active Voice.**

**1. Call in the next candidate.**

- a) Let the next candidate be call.
- b) Call the next candidate.
- c) Let the next candidate called.
- d) Let the next candidate be called.

**2. The preliminary exam was passed by over two third of the applicants of the civil services.**

- a) Over two-third of the applicants of the civil services passed the preliminary exam.
- b) Over two-third of the applicants of the civil services are passing the preliminary exam.
- c) Over two-third of the applicants of the civil services have passed the preliminary exam.
- d) Over two-third of the applicants of the civil services pass the preliminary exam.

**3. He increased his pace as the sunset approached.**

- a) His pace is increased by him as the sunset approached.
- b) His pace was increased by him as the sunset approached.
- c) His pace has increased by him as the sunset approached.
- d) His pace has been increased by him as the sunset approached.

**4. I have brought your book.**

- a) Your book is brought.
- b) Your book has been brought by me.
- c) Your book has brought by me.
- d) Your book have been brought.

**5. The committee is considering action on the bill.**

- a) Action on the bill is considered by the committee.
- b) Action on the bill was considered by the committee.
- c) Action on the bill is being considered by the committee.
- d) Action on the bill was being considered by the committee

**6. By then, the children will have completely constructed the projects for exhibition**

- a) By then, the projects for exhibition will have been completely constructed by the children.
- b) By then, the projects for exhibition have been completely constructed by the children.
- c) By then, the projects for exhibition will have completely constructed by the children.
- d) By then, the projects for exhibition would have completely constructed by the children.

**7. The control room is notifying police that three prisoners have escaped.**

- a) Police are being notified by the control room that three prisoners have escaped.
- b) Police are notified that three have escaped by the control room.
- c) Police have been notified that three have escaped by the control room.
- d) Police is notified that three have escaped by the control room.

**8. Scientists successfully conducted a water detection test on Mars.**

- a) A water detection test on Mars conducted successfully.
- b) A water detection test on Mars is conducted successfully.
- c) A water detection test on Mars has been conducted successfully.
- d) A water detection test on Mars was conducted successfully by scientists.

**9. The drama is being performed by most of the class this year.**

- a) Most of the class is performing the drama this year.
- b) Most of the class will be performing the drama this year.
- c) Most of the class has performed the drama this year.
- d) Most of the class have performed the drama this year.

**10. The researchers will publish their thesis in the next issue of the journal.**

- a) Thesis will be published in the next issue of the journal.
- b) Thesis will publish in the next issue of the journal.
- c) Thesis would be published in the next issue of the journal.
- d) Thesis has been published in the next issue of the journal.

**11. The presiding officer vetoed the committee's decision.**

- a) The committee's decision is vetoed by the presiding officer.
- b) The committee's decision was vetoed by the presiding officer.
- c) The committee's decision has been vetoed by the presiding officer.
- d) The committee's decision is being vetoed by the presiding officer.

**12. A fair resolution to the problem is being sought by the union members.**

- a) The union members are seeking a fair resolution to the problem.
- b) The union members were seeking a fair resolution to the problem
- c) The union members have seeking a fair resolution to the problem.
- d) The union members seek a fair resolution to the problem.

**13. Scientists have conducted the experiment to test the hypothesis.**

- a) Experiments were conducted by the scientists to test the hypothesis.
- b) The experiment has been conducted by the scientists to test the hypothesis.
- c) Experiments are conducted by the scientists to test the hypothesis.
- d) Experiments have conducted by the scientists to test the hypothesis.

**14. What was she doing in the house?**

- a) What was being done by her in the house?
- b) What was done by her in the house?
- c) What is being done by her in the house?
- d) What is done by her in the house?

**15. The practice of tailgating and cover up has been pursued by the Secretary and his advisors.**

- a) The secretary and his advisors have pursued the practice of tailgating and cover up.
- b) The secretary and his advisors were pursuing the practice of tailgating and cover up.
- c) The secretary and his advisors pursued the practice of tailgating and cover up.
- d) The secretary and his advisors pursue the practice of tailgating and cover up