

# FOUNDATION COURSE

## PAPER 2: SECTION-B: BUSINESS CORRESPONDENCE AND REPORTING TEST-7

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. Has he received the letter?**

- a) Will the letter received by him?
- b) Has the letter been received by him?
- c) Will the letter be received by him?
- d) Will the letter is received by him?

**2. He laughs.**

- a) He is laughed.
- b) He has laughed.
- c) He laughed.
- d) None of the above.

**3. She died in 2012.**

- a) She died.
- b) In 2012, she died.
- c) She is dead.
- d) None of the above

**4. He has been reading for three months.**

- a) He has read for three months.
- b) He was reading for three months.
- c) He is reading this book for three months.
- d) None of the above.

**5. You'll be missing the sunshine in home.**

- a) You'll miss the sunshine in home.
- b) You would be missing the sunshine in home.
- c) You'll are going to be missing the sunshine in home.
- d) None of the above

**6. The sudden noise frightened the baby.**

- a) A baby was frightened in sudden noise.
- b) A baby frightens by sudden noise.
- c) The baby frightens by sudden noise.
- d) The baby was frightened by the sudden noise.

**7. Turn off the television.**

- a) The television has to be turned off
- b) The television will be turned off.
- c) Will you turn of the television?
- d) Let the television be turned off.

**8. He drank all the milk and she ate all the cookies.**

- a) All the milk he drank and all the cookies she ate.
- b) All the milk was drunk by him and all the cookies were eaten by her.
- c) The milk had been drank by him and the cookies had been ate by her.
- d) All the milk was drank by him and all the cookies were ate by her.

**9. A glass of red wine was brought to me by her, in a crystal balloon glass.**

- a) In a crystal balloon glass; a glass of red wine was brought to me by her.
- b) She brought me a glass of red wine, in a crystal balloon glass.
- c) A crystal balloon glass of red wine was brought to me by her.
- d) She will bring a crystal balloon glass of red wine for me.

**10. Help the needy.**

- a) The needy will help.
- b) Let the needy be helped.
- c) The needy are to be helped.
- d) The needy shall be helped.

**11. Sheela was driving a car.**

- a) A car was being driven by Sheela
- b) A car had been driven by Sheela
- c) A car was driven by Sheela
- d) A car had driven by Sheela

**12. The apple trees in the orchard have been planted by the gardener.**

- a) Gardener planted the orchard
- b) The gardener has planted the apple trees in the orchard.
- c) The apple trees in the orchard are planted by the gardener
- d) The gardener will plant the apple trees in the orchard.

**13. He has finished his work.**

- a) His work had been finished by him
- b) His work have been finished by him
- c) His work has been finished by him
- d) His work is being finished by him

**14. This time next year, you will have started your business.**

- a) This time next year, your business will have been started by you.
- b) This time next year, your business would have been started by you.
- c) This time next year, you would have started your business.
- d) This time next year, you might have started your business.

**15. What did the Mad Hatter say in 'Alice in Wonderland'?**

- a) In Alice in wonderland, what did the Mad Hatter say?
- b) The Mad Hatter said what in 'Alice in Wonderland'?
- c) What said Mad Hatter in 'Alice in Wonderland'?
- d) What was said by the Mad Hatter in 'Alice in Wonderland'?