

# FOUNDATION COURSE

## PAPER 2: SECTION-B: BUSINESS CORRESPONDENCE AND REPORTING TEST - 9

Max Marks:24

### Q1 – Change the following voice.

1. Raj uses a pen to sketch figures.
2. Anita will perform a solo dance.
3. Professor teaches psychology.
4. The public threw stones on the thief.
5. Who wrote this essay?
6. Ram loves Sita.
7. They will finish the work in a fortnight.
8. Why did your friend write this?
9. Who taught you commerce?
10. A conservative lifestyle was led by the woman in olden days.
11. The factory was destroyed by fire.
12. Cake is being eaten by Rajat.

### Q2 – Change the speech.

1. Rahul asked me, 'Did you see the cricket match on TV last night?'
2. James said to his mother, 'I am leaving for New York tomorrow.'
3. I said to him, 'Why don't you work hard?'
4. He said to her, 'What a hot day!'
5. The priest said, 'Be quiet and listen to my words.'
6. He said he had been studying a lot.
7. She said that she could swim.
8. He asked us when we are leaving
9. Rama said, "I am very busy"
10. His father says "Honesty is the best policy"
11. He inquired whether his name was Khalid
12. Raman said to the beggar, 'I know you very well'