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# GURUDAS COLLEGE

(GOVT.SPONSORED)

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Date: 06.12.2020

**B.COM PART – I (HONS. & GENERAL)**

**INTERNAL EXAMINATION – 2020**

**SUBJECT – Communicative English**

**PAPER – CMEC**

**Full Marks: 50**

**Time : 1hr 30mins**

**1. Attempt any two:**

**15x1=15**

- a. Draft a CV along with the cover letter applying for the post of a Senior Financial Strategist of a company.
- b. Write a notice along with an agenda for the first meeting of the board of directors of a company.

**2. Attempt any two:**

**10x2=20**

- a. Write a circular announcing to your customers a seasonal discount of your product.
- b. Draft a letter to your supplier/vendor complaining about the inferior quality of goods supplied and asking for a suitable remedy.
- c. Draft a report to the managing director about the location of a new showroom proposed to be opened by a company.

**3. Correct the following sentences**

**10x1=10**

- a. Binita went to home early in the afternoon.
- b. None of the boys has watched the movie.
- c. Raj is busy in garden today.
- d. Alisha do not like the smell of that perfume.
- e. Sunita opened a umbrella that was colourful.
- f. My father is inside a bad mood today
- g. We are used to have a lot of work to do.
- h. Please borrow me your scarf, it is cold today.

- i. Our house is near to the airport.
- j. How long time did you work in that office?

**4. Correct the following sentences**

**5x1=5**

- a. The cat ran\_\_\_\_\_ from the man. (away/towards)
- b. The lions \_\_\_\_\_ sleeping together under the large tree (is/are)
- c. Pranit \_\_\_\_\_ born in Delhi 12 years ago. (is/was).
- d. Santa Claus was helped \_\_\_\_\_ his elves to deliver the gifts. (by/along)
- e. Anil and his family have been living in Gurgaon\_\_\_\_\_2010. (since/from).