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GURUDAS COLLEGE

(GOVT.SPONSORED)

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Date: 09.12.2020

B.COM SEM I (Hons. and General)
INTERNAL EXAMINATION – 2020
SUBJECT – Communicative English (CMEC)
PAPER – AECC 1.1 Chg

Full Marks: 20

Time : 1hr

1. Correct the following sentences:5x1=5

- a. Padma is busy in home and cannot come.
- b. Raj has decided for quit his job next month.
- c. You should complain if you are not happy to the service
- d. You should tell to me what exactly happened here
- e. I do not spoke either Mandarin or Japanese
- f. Renuka lives inside her own flat in Beherampur.
- g. I advice you to go to bed early today.

2. Attempt any one of the following : 15x1=15

- a. Draft the notice of the 10th board meeting of a public company with usual agenda
- b. Draft a C.V along with the cover letter to apply for the post of a managing director of a company.