

TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF COMMERCE (M.COM.)
EXAMINATION : MAY - 2016
SECOND SEMESTER
Sub: Advanced English- II (CBCS) (MCAE-211)

Date: 25/05/2016

Total marks: 60

Time: 10.00am to 12.30pm

Instruction : All questions are compulsory.

- Q. 1.** What are the basic rules and tips in a Group Discussion? (10)
- Q. 2.** (10)
- A)** What are the important points one must remember while giving presentation to the client?
- OR
- B)** How to introduce someone?
- Q. 3.** **Rewrite the Complex/Compound sentences into Simple Sentences.** (10)
- Q1. He confessed that he was guilty.
 Q2. The management is as bad as it could be.
 Q3. He must not be late or he will be punished.
 Q4. He must work very hard and make up for the lost time.
 Q5. He must work very hard or he will not win the prize
- Q. 4.** **A)** Design a hand bill advertising a new snack bar/an exhibition of leather goods. (05)
- B)** Write a covering letter for 'Application for the Post of Accounts Manager'. You have applied for the above position in a company. (05)
- OR
- C)** Write a Resume – either yours or imaginary.
- Q. 5.** **A)** Write a review on any story you have read or on the story we had reviewed in class. 'Inspector Kimeet Lal. (05)
- B) Rewrite the below given sentence into:-** (05)
- 'You have only two hours.'
1. Past Perfect Tense
 2. Future Perfect Tense
 3. Present Continuous Tense
 4. Past Perfect Tense
 5. Simple Present Tense
- Q6.** **A) Form Nouns** (02)
- a) deep b) vacant
- B) Give the meaning of the Phrasal Verbs given below** (02)
- a) bring out b) give in
- C) Make use of the following phrases in your own sentence.** (02)
- a) break down b) take after
- D) Give the meaning of the Proverbs given below:** (04)
- a) Silence is golden.....
 b) Strike while the iron is hot.....