UG Even Semester Examination, May 2025

BUSINESS ADMINISTRATION

(4th Semester)

Course No.: BBA-AEC-251

(English-II)

Full Marks: 50

Pass Marks: 20

Time: 2 hours

The figures in the right margin indicate full marks for the question.

I. Section-1: Answer 3 questions out of 4 from each Unit (1 mark x each question);

UNIT-I

1. She is ____ (a/an) honest employee.

2. Fill in the blank: He succeeded ___ hard work and determination.

3. Choose the correct tense: By next year, she (complete) her degree.

4. Select the correct sentence:

   a) The list of items are on the desk.

   b) The list of items is on the desk.

UNIT-II

5. Change into indirect speech: He said, "I can solve this problem."

6. Add a question tag: You don't like coffee, ___?

7. Split this into two sentences: Despite being tired, she finished the project.

8. He said that he had finished the work. (What is the original direct speech?)

UNIT-III

9. Correct the sentence: Each of the boys have submitted their assignment.

10. Choose the right word: The new rule will not ___ the existing process. (Affect / Effect)

11. Identify the idiom: He kicked the bucket. What does it mean?

12. Punctuate correctly: lets eat grandpa

UNIT-IV

Read the passage and answer the following questions:

In 1945, Seita, a 14-year-old boy, died from starvation. His body is discarded, and when janitors search it, they find a tin of sweets filled with ashes and bones. This tin releases the spirit of his younger sister, Setsuko, whose death marked the end of their tragic journey. The story begins with the bombing of Kobe during World War II. Seita and Setsuko, who had lived happily with their mother while their father served in the navy, are forced to flee. Their mother is severely injured and later dies, leaving Seita to care for his sister. They move in with a resentful aunt, who makes Seita work for food, yet their situation grows worse as they face hunger and despair. Seita

learning how to sit with your thoughts, asking for help when it gets heavy, and understanding that it's okay to not be okay. In a world where everyone's highlight reel is on display, it's easy to feel like you're falling behind. But healing isn't a race. It's a quiet, personal journey—one that deserves patience, kindness and a little less pressure. You're not weak for feeling low; you're human. And being human is messy, beautiful, and brave.

a) What is the central idea of the passage regarding mental health?

b) What does the writer mean by "healing isn't a race"?

c) Find suitable synonyms for the following words from the passage:

Conquer = _____ and Journey = _____

UNIT-V

9. You are Sahil/Asha, a BBA graduate from XYZ College. You are looking for a suitable job in the corporate sector and came across an advertisement for the post of Business Development Executive at NextGen Solutions Pvt. Ltd., Bengaluru. The company is seeking young graduates with strong communication skills, basic knowledge of business operations, and a passion for client engagement. Write an application to the HR Manager of the company applying for the post.

Or

10. Write a paragraph about your favorite song and the memory or emotion it brings back to you.

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like something out of a sci-fi movie. Billions of years ago, the Earth was a waterless wasteland. But through a series of cataclysmic events—from asteroid impacts to volcanic eruptions—water began to form, flooding the planet and giving birth to the oceans we now depend on. This was the moment Earth became what it is today, and it wasn't a simple, gradual process. Imagine what life would have been like if the oceans never formed—would humanity exist? Or would we be a civilization of people never knowing what the vastness of the ocean feels like, living in a desert-like world forever? The mysteries of Earth's past shape our present and hint at what's yet to come.

a) What was the Earth like billions of years ago?

b) What role did natural events (like asteroid impacts and volcanic eruptions play in transforming Earth?

c) How does the author make you think about the potential consequences if Earth never had oceans?

Or

8. Read the following passage and answer the given questions. (1+2+2)

Some days, you wake up feeling like you can conquer the world. Other days, even getting out of bed feels like climbing a mountain with no peak in sight. But the thing is most people around you feel the same at some point; they just don't talk about it. Mental health isn't about being happy all the time. It's about

tries to protect Setsuko, stealing food and even selling belongings to survive. Despite their hardships, they hold onto memories of happier times, but Setsuko becomes increasingly ill. Seita's attempts to trade for food fail, and Setsuko's condition worsens. In a heartbreaking moment, she dies, asking for rice balls made of mud. Seita, devastated, is left to face the cruel realities of war alone.

13. Who dies of starvation in 'Grave of the Fireflies'?

14. What object does Seita find that contains ashes and bones after his death?

15. Where do Seita and Setsuko go after their house is bombed?

16. What does Setsuko eat out of desperation before her death?

UNIT-V

17. Which of the following is essential in a job application?

a) Greeting

b) Experience details

c) A signature at the top

18. What is the key difference between a report and an essay?

19. Which sentence is best to begin a paragraph on "The Importance of Discipline"?

20. Identify the formal expression:

a) I wanna apply for the job.

b) I wish to apply for the post of...

Section- 2: Answer 1 question out of 2 from each Unit (2 marks x each question);

UNIT-I

1. The cat jumped ___ the table and sat ___ the newspaper.

2. She bought ___ umbrella and ___ notebook from ___ market.

UNIT-II

3. Change the following sentence into indirect speech: The teacher asked Aman, "Why didn't you submit your assignment on time?"

4. Split the following sentence into two meaningful simple sentences and explain how the meaning is preserved without using conjunctions: When the train arrived at the station, the passengers rushed to board it.

UNIT-III

5. Explain the idiom 'a blessing in disguise' and use it in a sentence that shows its actual meaning.

6. Use 'adopt' and 'adapt' in sentences and highlight how they differ in action and context.

UNIT-IV

The sun was setting behind the hills, casting a golden glow over the valley. Birds flew home, their silhouettes cutting across the orange sky. The air was cool and crisp, and the faint sound of a river flowed nearby, adding to the peaceful

friend Riya was scared and said her mind was going (2) _____. Tina told her, "Don't worry, just (3) _____ and do your best!" After the exam, they both went to the canteen to (4) _____. They laughed and decided not to (5) _____ over small mistakes.

(let their hair down, butterflies in her stomach, blank, cry over spilled milk, give it a shot)

Or

6. Rewrite the paragraph with correct punctuation (capital letters, full stops, commas, apostrophes, question marks, etc.).

yesterday my friend anaya and i went to a new cafe called sweet bean the place was cozy colorful and full of the smell of coffee we ordered sandwiches milkshakes and a huge slice of chocolate cake anaya said i hope the cake tastes as good as it looks i asked shall we click a picture first the waiter smiled and said you girls really know how to enjoy your day we laughed and promised to visit again soon

UNIT-IV

7. Read the following passage and answer the given questions. (1+2+2)

Picture this: You're standing at the edge of a cliff, the vast ocean stretching out below you. But what if I told you that the ocean you see today was once a barren desert, and the land beneath your feet wasn't always part of this planet? Scientists have recently discovered that the Earth, as we know it, went through a transformation so extraordinary it almost seems

2. Fill-in-the-Blanks with the correct Prepositions:

The hikers walked _____(along/over) the trail, excited to reach the top _____(of/in) the mountain. After a while, they paused _____(in/under) a clearing to admire the view _____(of/at) the valley below, feeling grateful for the journey and the beauty that lay _____ (ahead/above) them.

UNIT-II

3. Convert the following paragraph into indirect speech:

Ana said, "I am very excited about the school trip tomorrow." Her brother replied, "Don't forget to pack your camera." Their mother added, "You should also take some snacks for the journey." Ana smiled and said, "Yes, I will pack everything tonight."

Or

4. Convert the following paragraph into direct speech:

Meera told her friend that she had forgotten to bring her art supplies. Her friend asked her what she would do now. Meera replied that she would borrow some materials from the teacher. Just then, the teacher said that she had extra supplies and Meera could use them.

UNIT-III

5. Fill in the blanks with the correct idioms from the options below:

It was exam day and Tina had (1) _____. She had studied all night and was ready. Her

atmosphere. It was a perfect moment of quiet beauty.

7. Identify the time of day described in the passage and explain how it is portrayed.

8. What mood does the author create in the passage? How does the description contribute to this mood?

UNIT-V

9. Write a short paragraph explaining the impact of memes and internet humor on the younger generation.

10. List the key components that should be included in the introduction of a report.

Section- 3: Answer 1 question out of 2 from each Unit (5marks x each question);

UNIT-I

1. Change the paragraph into Past Tense:

Every morning, a mischievous cat named Whiskers sneaks into the kitchen, hoping to find a piece of cheese left on the counter. He jumps onto the table, knocks over a glass of water and then stares at it like it was his idea all along. He always makes a dramatic leap onto the couch, where he pretends to nap, but as soon as he hears the sound of a snack bag opening, his eyes widen, and he's back on his feet, ready for the next adventure. Whiskers is a master of causing chaos, but somehow, he always gets away with it with his innocent little meow.

Or