

# TRIBHUVAN UNIVERSITY

2081 (Regular)

B.B.S. 4 Yrs. Programme / I Year / MGMT

Business English  
(MGT 201)

Full Marks: 100

Time: 3 hrs.

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Attempt ALL the questions.

## Group 'A'

1. Identify the *verb mood* (indicative, imperative or subjunctive in the following sentences: [5×1=5]
  - (a) The company is *expanding* into the Northeast.
  - (b) *Write* this down before you forget it.
  - (c) *Are you going* to the opening session?
  - (d) If she *were* my teacher, I would follow her advice.
  - (e) I wish it *would* stop raining.
2. Complete the following sentences with appropriate form of the verb: [5×1=5]
  - (a) John got his documents .....  
i. print    ii. to print    iii. printing    iv. printed
  - (b) Smith is not very well. Oh, I ..... sorry.  
i. am    ii. is    iii. will be    iv. like
  - (c) Let the rhinos ..... preserved.  
i. to    ii. be    iii. being    iv. to be
  - (d) Unless ..... you won't succeed in any profession.  
i. work    ii. don't work    iii. had worked    iv. have worked
  - (e) Nobody ..... the answers.  
i. know    ii. knows    iii. have known    iv. don't know
3. Answer the following questions as instructed: [5×1=5]

- a) Anupam said I enjoyed browsing Facebook. (Rewrite with proper punctuation)
  - b) The people were deeply saddened by the demise of Mr. Khan. (Identify adverb)
  - c) We know the truth. (Change into passive voice)
  - d) The newly elected chairman deserves respect (identify subject and predicate)
  - e) This budget will need to be revised to maintain a 15 percent reserve. (Identify demonstrative pronoun)
4. "Our society and culture influence the way we use language." Explain with examples. [5]
  5. Write any five terms related to organizational structures and their meanings. [5]
  6. What is a memo? Discuss the components in brief. [5]
  7. Write a news report based on the following prompts :  
[Health awareness program - organized by Suryaday Yuwa Club, Wami Maidan participated by the local people - inaugurated by the Head of District Hospital - main attraction : awareness play performance]
  8. Prepare a brochure design for a newly operated Homestay in your locality. [5]  
[10]

### Group 'B'

9. Write a paragraph on 'Higher education in Nepal'. (your paragraph should have a topic sentence, supporting details and concluding sentence) [7]
10. Read the following passage and answer the questions that follow: [3×2=6]

It is becoming fashionable to use 'carbon offsetting' in order to salve your conscience about the pollution to which you contribute when taking an airline flight. Companies have been set up that enable you to buy offsets that, for example, help to build biogas digesters in India, install hydroelectric power in Bulgaria or distribute energy-efficient light bulbs in Jamaica. There are two reasons why we should disapprove of this practice. First, the

availability of the scheme makes people think there is nothing wrong with supporting the carbon polluting aviation industry. If people want to contribute to such schemes, they could do so without taking a flight. Second, the companies that offer carbon offsetting are not sufficiently regulated for customers to know whether the money paid over really does go to the energy saving scheme, or even whether the scheme really will save energy and thereby reduce carbon emissions.

- a. What do you think is the claim of the passage?
- b. What are the reasons presented to support the claim?
- c. Are the reasons sufficient to support the claim?

11. Develop the following topic sentence into a paragraph: [6]  
People's character is influenced by environment..

12. Rewrite the following sentence as instructed in the brackets: [6]

- a. Work is where you earn money. (eliminate awkward phrasing to smooth it out)
- b. From the conceptual point of view, the task is quite difficult to visualize. (replace underlined part with one adverb)
- c. The manager ended the meeting, and the staff resumed their work. (change into complex sentence)

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Group 'C'

13. Answer any **THREE** of the following questions: [3×10=30]

- a. Trace the path you expect to follow to establish yourself in your chosen profession, considering possible obstacles you may face and how you expect to deal with them.
- b. In the essay "The Meat Market", Alex Tabarrok states that some American doctors are routinely removing pieces of tissues from deceased patients for transplant without their, or families' prior consent. Do you think doctors should be allowed to do this? How would you react if such a procedure were performed on a member of your own family?

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- c. What do you think are the major causes of corruption in politics and bureaucracy? Based on your identification, formulate some specific solutions to sort out this problem.
- d. What distinction does Bharati Mukherjee show between an immigrant and an exile in her essay "Two Ways to Belong in America"? What are the connotations of these two terms? Discuss.
- e. On your reading of Judy Brady's essay "I Want a Wife", first describe what Brady means by wife and then describe whether such ideal wife exists or not.

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