

How to pass the BBS 1st Year Business English? An easy way to pass

Follow the Rules:

□ 1. Understand the Exam Pattern

- Check past questions: Focus on how questions are framed.
- Common sections:
 - Comprehension
 - Essay/Paragraph Writing
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Grammar (Tense, Voice, Prepositions)

- Business Correspondence (Letters, Memos, Notices)
 - Vocabulary & Synonyms/Antonyms
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□ 2. Focus on Important Topics

- Tense & Voice – most repeated grammar topics.
- Business Letter Writing – formal/informal, complaints, job application.
- Report Writing – short and long reports with proper format.

- Essay Writing – e.g., "Importance of Communication", "Time Management", etc.
 - Reading Comprehension – practice 1 passage daily.
 - Notice/Memo/Agenda writing (used in office/business settings).
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□ 3. Daily English Practice Plan

Day	Focus Area
Mon	Grammar (Tenses, Subject-Verb Agreement)
Tue	Letter/Email Writing
Wed	Comprehension Practice
Thu	Essay Writing

Fri	Vocabulary (10 words/day with meaning + use in sentence)
Sat	Solve Model or Past Paper
Sun	Revise + Watch Business English videos (YouTube)

□ 4. Use Simple Resources

- Book: Business English (TU syllabus) + Grammar books like Wren & Martin or Everest English.
- YouTube Channels: Learn Grammar in Nepali, BBS 1st Year English Explanation.
- Dictionary App: Use apps like Oxford, Cambridge, or Google Dictionary.

□ 5. Join Regular Classes or Online Support

If you're from Bhaktapur, Gajabko Tuition (your center) can run revision-focused classes with:

- Past paper discussions
- Letter/report writing practice
- Grammar quiz/test

□ 6. Key Tips to Remember

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Write clear and correct English—no need for fancy words.

- Understand the format of each writing section (letter/report/memo).
 - Don't leave grammar questions blank.
 - Manage time during exams; do easy questions first.
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Bonus □: Top 5 Most Important Questions

1. Write a formal letter to apply for a job.
2. Write a report on a meeting or event.

3.

Fill in the blanks with correct tense.

4.

Write a memo to your office team.

5.

Write an essay on "Importance of Communication in Business".