



UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program / Fourth Semester – 2019

Paper: English-IV (Business Communication-II)

Course Code: ENG-222 / ENG-22105 Part – I (Compulsory) Time: 15 Min. Marks: 10

Roll No. in Fig.

Roll No. in Words.

Signature of Supdt.:

ATTEMPT THIS PAPER ON THIS QUESTION SHEET ONLY.

Division of marks is given in front of each question.

This Paper will be collected back after expiry of time limit mentioned above.

Q.1. Encircle the right answer cutting and overwriting is not allowed. (10x1=10)

1. Aversion

a) Agile b) artistic c) enemy d) dislike

2. Vista

a) view b) vegetation c) stream d) creek

3. defamation

a) information b) criticize c) twisted d) mannerism

4. Venal

a) honest b) miser c) greedy d) tearful

5. Elegiac

a) happiness b) blasphemy c) detain d) sorrow

6. Indigent

a) poor b) mediocrity c) affluence d) intention

7. Offensive

a) fetid b) pleasing c) difficult d) friendly

8. Amulet

a) Ominous b) luck c) pray d) supplication

9. Alacrity

a) lazy b) lethargy c) current d) readiness

10. Aver

a) deny b) communicate c) build d) affirm



UNIVERSITY OF THE PUNJAB
B.S. 4 Years Program / Fourth Semester – 2019

Roll No.

Paper: English-IV (Business Communication-II)
Course Code: ENG-222 / ENG-22105 Part – II

Time: 2 Hrs. 45 Min. Marks: 50

ATTEMPT THIS (SUBJECTIVE) ON THE SEPARATE ANSWER SHEET PROVIDED

Part-I Short Questions

Q2 Give short answer to the following:

(4x5=20)

- i. Briefly explain the individual cultural variable: Chronemics
- ii. Discuss ethics as an organizational responsibility.
- iii. Understanding the Internet is increasingly becoming important. What do you have to say?
- iv. Define and briefly conventions in writing Subject Line.

ii. Part-II Subjective Questions (15x2=30)

Q 3. As head of your unit the HR of your company has asked you to write an analytical report on promotion of deputy manager who worked under you. Give an analysis of the that individual's performance.

(15)

Q 4. You were interviewed by a national company on your college campus. At the end of the interview you were informed that you would soon receive communication in either case. One month has passed since and you have received no response. Write a follow-up letter requesting the concerned personnel to inform you of the decision.

(15)