



FIRST YEAR EXAMINATIONS IN BACHELOR OF BUSINESS ADMINISTRATION /
COMMERCE (EXTERNAL) – 2009 / 2010 HELD IN AUGUST - 2010

BBA / COM 11 – BASIC ENGLISH

Index No:

Time: 3 hours

Answer all questions on the paper itself.

1) Put in the correct preposition.

Example: He concentrates __ physics.

Answer: He concentrates *on* physics.

1. A coconut fell _____ the roof.
2. They are afraid _____ losing the match.
3. The ball went _____ the classroom..
4. Please write _____ the pen.
5. The members have decided _____ go out with the president.
6. You may pass a bridge built _____ the river.
7. Please keep the ladder _____ the wall and climb.
8. The train went _____ the tunnel.
9. Most _____ us do not know what had happened to you.
10. This book was written _____ Martin William.

(5 marks)

2) Rewrite each sentence, inserting the word or words in the brackets in one of the places marked.

1. The teachers are marking ^ in the staff room ^. (our test papers)

2. Grandpa was ^ a fine athlete ^. (in his youth)

3. All employees ^ to assemble ^in front of the building at once. (are)

4. The children decorated ^ their kindergarten ^. (beautifully)

5. She will be ^ on this tour ^. (our guide)

(5 marks)

3) Fill in the blanks with the correct form of the words in brackets.

1. This flower is _____ (beautiful) than that one.

2. This is the _____ (interesting) book I have ever read.

3. Non-smokers usually live _____ (long) than smokers.

4. Which is the _____ (dangerous) animal in the world?

5. A holiday by the sea is _____ (good) than a holiday in the mountains.

6. The weather this summer is _____ (bad).

(6 marks)

4) Five active sentences and five passive sentences are given below. Change only the active sentences into passive sentences and rewrite them in the space given below.

1. One of my colleagues is reading an e-mail.
2. All these mobiles are produced in China.
3. They are conducting a workshop for the school leavers.
4. Number of tasks will be introduced to you.
5. Small investors have been called for a summit in Ukraine.
6. Lots of houses were destroyed by the earthquake.
7. My father received a letter yesterday.
8. The bus driver was hurt.
9. You should initiate the talk.
10. Sri Lanka has produced raw materials.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

(10 marks)

5) Change the following sentences into negative.

1. The train leaves every morning at 8 AM.

2. Why did you go home early?

3. I have finished my homework.

4. The children are planting trees in the school garden now.

5. The doctor was examining the patient.

(5 marks)

6) Complete the following conditional sentences.

1. Unless you stop talking, _____.
2. If it is difficult to solve, _____.
3. We will wait for you if _____.
4. It will be an interesting game if _____.
5. The pollution in the air will get worse if _____.

(10 marks)

7) Most of the interrogative sentences given below are grammatically wrong. Correct them and rewrite them in the space given below.

1. What people use to dig the ground?

.....

2. When did they bring the vehicle here?

.....

3. What type of person he is?

.....

4. Where they are going to go?

.....

5. Why did you came here?.....

.....

(10 marks)

8) You and Mr. Ahsaf are very good friends. For the last two years you had been working with him but in June you were transferred to the other branch. Today you have come to the previous office to collect the other documents you have handed over to Mr. Ahsaf. Unfortunately he was not in his sheet. You also want to visit the neighboring office for your own purpose. So you have decided to leave a **note** to Mr. Ahsaf. Write it in the box given below.

(8 marks)

- 9) Correct the false statements. See the table below and fill the table with the necessary words. If the sentence is correct leave the box blank. One has been done for you.

No	Sentence	Wrong word	Correct word
1	My brother is played with Shiham .	played	playing
2	She has a tiny dictionary in her hand.		
3	Some of them is young and some of them are old		
4	They have being living here since 2000.		
5	He has understood the main theme of the story easy.		
6	Abdullah buy a pen last Friday.		
7	All examiners will being present on the day.		

(6 marks)

10) Read the passage and answer the questions.

Stefan Kanzler, 44, is a German businessman who visits the United States from time to time. While he was checking into a hotel on a recent visit to Chicago, he put his briefcase on the floor. A few minutes later, Mr. Kanzler reached down for it, but someone had stolen it. Inside the briefcase were about \$ 900 in German currency, his passport, his credit cards, photos of his family and his return ticket to Munich.

A few days later, Mr. Kanzler returned to Munich, disappointed and disillusioned about the United States, but three weeks later, he received an envelope. There was no letter, but it contained his credit cards, his airline tickets and other personal items. The return address gave the name of Mr. Joseph Loveras in Chicago. Not long after *that*, Mr. Kanzler received another envelop sent by express delivery. Inside was money order for more than \$ 900. It also contained a letter from Loveras that said I hope this money order and the items "I sent before ...will restore your faith in the people of Chicago." Mr. Kanzler was puzzled.

The next time he traveled to the United States, Mr. Kanzler called on Mr. Loveras. Mr. Loveras was a 67 year old disabled veteran with a total income of \$ 493 a month.

He explained that he had found the briefcase in a litter bin while he was walking through a car park. For some reason, the thief had not discovered the money or the airline tickets in the top part of the briefcase and had just thrown the bag away. Mr. Loveras went to a bank and changed the money into money orders and he spent his own money to send them to Germany.

Mr. Kanzler was very moved by Mr. Loveras' honesty "I asked him why he would go to all the trouble to return everything to me. He told me that if he had not done it, it would have made him feel bad for the rest of him, said Mr. Kanzler.

Now they have become friends and Mr. Kanzler visits Mr. Loveras every time he is in the United States.

A. Underline the most suitable answer in each question.

1. Forty four year old German businessman visits the United States
 - a. every now and then.
 - b. very rarely
 - c. once in a blue moon
 - d. occasionally.
2. In his last visit he has spent a few days
 - a. in United States
 - b. Chicago
 - c. Munich
 - d. his native place
3. Stefan put his suitcase
 - a. on the surface of the floor
 - b. on the floor
 - c. on the down floor
 - d. in a room nearby.
4. Inside the briefcase were
 - a. Rs. 900 currency, his passport, his credit cards, photos and his return ticket to Munich
 - b. \$ 900 in German currency, his passport, his credit cards, photos of his family and his return ticket to Chicago
 - c. about \$ 900 in German money his passport, his credit cards, photographs of his family and his return ticket to Munich
 - d. \$ 900 in German currency including the other belongings.
5. A few days later, Stefan returned to Munich
 - a. as he was disillusioned.
 - b. with the hope of receiving the missing items.
 - c. with disappointment and disillusion.
 - d. as he disappointed and disillusioned the people of United States.
6. After a fortnight and a week he received
 - a. an envelope but not a letter
 - b. credit cards, airline tickets and other personal items than the letter.
 - c. an envelope but letter with other personal items.
 - d. all belongings.
7. Soon after the first envelope he received
 - a. a letter and a money order to the value of over \$ 900 in German currency
 - b. a telegramme about \$ 900 in German money
 - c. a call about \$ 900 in German currency
 - d. \$ 900 in German money with a letter

8. The word "that" in line four of the second paragraph could be best replaced with
- letter
 - the envelope with the things he lost
 - visiting card to UK
 - the return address
9. Stephen's brief case was found
- in a litter bin
 - in a car park
 - on the floor
 - in a corridor
10. _____ he understood what had happened to his briefcase.
- after receiving the letter
 - when he received
 - after Kanzler visited Mr. Loveras
 - after Mr. Loveras visited Kanzler

(10 marks)

B. Write brief answers.

1. What helped Kanzler to find Loveres' native place?

2. Why was Mr. Kanzler confused?

3. What did Loveras expect from his letter to Kanzler?

4. Which phrase tells you Loveres did not take any single amount of Kanzler's money to dispatch them to him?

5. Why did Loveres take much risk on Kanzler's belongings?

(5 marks)

- C. Assume you are Mr. Kanzler and you have decided to write a letter to Loverens when you received the letter from him. Use not more than 200 words.

(10 marks)

