

**GLS UNIVERSITY**  
**FACULTY OF COMMERCE – SMPIC**  
**ENGLISH PROFICIENCY & BUSINESS COMMUNICATION-1**  
**ASSIGNMENT**

**UNIT-1**

1. How did Richard win the right to the streets of Memphis?
  
2. Short questions:
  - a) Write in brief about the Pixar Animation Studios.
  - b) What is e-education?

**UNIT- 2**

**[A] Fill in the blanks with appropriate preposition.**

1. I have been waiting for you \_\_\_\_\_ seven o'clock.
2. I will have finished this essay \_\_\_\_\_ Friday.
3. My friend has been living in Canada \_\_\_\_\_ two years.
4. My brother's birthday is \_\_\_\_\_ the 5th of November.
5. I read the story \_\_\_\_\_ the newspaper.
6. Lucy was standing \_\_\_\_\_ the bus stop.
7. She hung a picture \_\_\_\_\_ the wall.
8. There was a spider \_\_\_\_\_ the ceiling.
9. We're meeting \_\_\_\_\_ lunchtime next Tuesday.

10. There is a window \_\_\_\_\_ the mother.

**[B] Fill in the blanks with appropriate auxiliary verbs.**

1. You \_\_\_\_\_ quit smoking.
2. If they started at six, they \_\_\_\_\_ be here soon.
3. How \_\_\_\_\_ you call me names?
4. You \_\_\_\_\_ listen to your inner voice.
5. They \_\_\_\_\_ be here soon.
6. She \_\_\_\_\_ not solve the problem.
7. The pain \_\_\_\_\_ go away on its own.
8. This is impossible, it \_\_\_\_\_ be a mistake!
9. All employees \_\_\_\_\_ arrive for work by 8 o'clock.
10. Drivers \_\_\_\_\_ stop when the traffic lights are red.

**[C] Fill in the blanks with appropriate form of the verb.**

1. He \_\_\_\_\_ with his parents at the moment. (live)
2. I \_\_\_\_\_ when the fire broke out. (sleep)
3. Jonathon \_\_\_\_\_ the news on TV every day. (watch)
4. My family \_\_\_\_\_ some land in southern Mumbai recently. (buy)
5. I \_\_\_\_\_ at all last night. (not sleep)
6. My sister \_\_\_\_\_ home from London today. (fly)
7. When I first met him he \_\_\_\_\_ architecture. (study)

8. She \_\_\_\_\_ the new car in 2005. (buy)
9. Amit \_\_\_\_\_ football in the afternoon when he got the call.(play)
10. I \_\_\_\_\_ three movies so far this week.(see)

**[D] Change the following active sentences into passive voice.**

1. I did not beat her.
2. The police have caught the thief.
3. Have you finished the report?
4. The tiger was chasing the deer.
5. She has written a novel.

**[E] Change the following passive sentences into active voice.**

1. This experience will never be forgotten by me.
2. Was her duty done by her?
3. A cake was made by mother yesterday.
4. Her lessons have been learned by her.
5. The door is opened by him.

**UNIT – 3**

1. Write a detailed note on Bodylanguage.
2. Short Notes.
  - a) Discuss the advantages of Oral Communication.
  - b) Explain Any One Definition of Communication

## UNIT- 4

1. Discuss Semantic Barriers in detail.
2. Short Questions
  - a) Write a note on the advantages and limitations of Upward Communication.
  - b) Explain any three approaches to Listening.

## UNIT-5

**(A) Make a precis of following passage and give a suitable title.**

As material civilization advances and the supply of available goods and services increases man's needs correspondingly and multiply. Advertising plays a vital role in this never-ending process by stimulating the public's desire for certain products and thereby promoting the sales thereof until it has created new needs, real or supposed where there were none before. A familiar example is the motor car. Once a rare and costly novelty now a ubiquitous and relatively inexpensive necessity, the fact that sets are found in a majority of western homes shows that it answers to a greater or lesser degree, the need felt by millions of people of entertainment and information. A service, product, or commodity that the public demands and knows it needs. We might therefore assume that in such cases advertising would be of minor importance. To some extent this is true. Meat-packers, vegetable and fruit growers, and dairy operators spend less on advertising. On the other hand, the competition that exists between rival brands means that the suppliers of such basic necessities as food, clothing, and housing must advertise their wares to stay in business. Significantly, the industry that spends mostly on advertising turns out a product which almost everyone considers a necessity soap, etc.

**(B) Read the following item carefully in order to answer the questions that follow:**

**Mumbai/Delhi :**The Tata Fiat alliance is moving into second gear. The automobile majors have agreed to form a joint venture to manufacture passenger cars, diesel engines and transmissions for the Indian and overseas markets. The firms have also agreed to explore possibilities or a similar partnership in Argentina.

The JV- to be based in Ranjangaon (Pune) is expected to begin production of a premium compact car the Fiat Grande Punto by early 2008. This will be followed by a new Fiat sedan. Tata Motors, which is already running out of capacity at its own plant in Pune, will also manufacture its cars at the facility.

Though the firms did not divulge the investment required for this project, experts believe it could be upwards of Rs. 2,500 crore. Ravi Kant, managing director, Tata Motors, said: "The details of the joint venture like the investments are being worked out and we will be in a position to talk of it when the agreement is formalised. The companies will hold an equal stake in the JV."

The Ranjangaon facility-when it operates at full capacity - will roll out 1 lakh cars and 2.5 lakh engines and transmissions per annum. De Filippis Giovanni managing director Fiat India said, "Diesel engines from the Ranjangaon plant will also be supplied to Tata cars manufactured at their Pune plant."

Fiat is also considering to "optimise" its plant at Kurla, in Mumbai. De Filippis said. "We have faced a lot of problems with the Kurla plant and there is a lot of idle capacity here. The plant and the operations are currently being reviewed."

The two car makers announced that they will undertake a 60-day study on the possibility of industrial and commercial cooperation in Latin America, which traditionally has been a big market for the Italian automaker. The study will be

focused on utility vehicles and pick-ups, and on exploring the opportunity of using Fiat's existing production facilities in Cordoba, Argentina.

"This is the beginning of what promises to be a far reaching, long term relationship between the Fiat group and Tata Motors." Tata group chairman Ratan N. Tata said.

It is a case of being third time lucky for Tata Motors. Earlier attempts to hitch a ride with a global car market biggie-first with Peugeot of France and then with Rover of the UK - fell through.

### **Questions:**

1. What is the Tata-Fiat alliance all about ?
2. What is JV ? Where will it be established?
3. Name the managing directors of both companies.
4. What kind study will be taken up by the two car-makers ?
5. Give the following details of the project : site (location), estimated cost, plant capacity, produce, first production.

(C) Kousha has just turned 18 and she wants to get her first dose of Covid vaccine. She is talking about it with the doctor of the Government hospital. Develop a series of dialogues between them.

## UNIT -6

### (A) Give the meaning of the following Idioms:

1. Tooth and Nail means \_\_\_\_\_
2. To hit the nail on the head means \_\_\_\_\_
3. A hard nut to crack means \_\_\_\_\_
4. To call a spade a spade means \_\_\_\_\_
5. Pull one's socks up means \_\_\_\_\_
6. To burn midnight oil means \_\_\_\_\_
7. To bury the hatchet means \_\_\_\_\_
8. A fair weather friend means \_\_\_\_\_
9. To pass the buck means \_\_\_\_\_
10. To bury the hatchet means \_\_\_\_\_

### (B) Fill in the blanks with the synonyms of the words given in brackets.

1. I didn't wait for her as I was feeling \_\_\_\_\_ (reckless) and trapped in my mind.
2. Ramesh was too \_\_\_\_\_ (fearful) to leave the place.
3. It is rightly said that the real character of a man is found out by his \_\_\_\_\_ (amusements).
4. My mom \_\_\_\_\_ (admire) your honesty.
5. Your car is in such a \_\_\_\_\_ (deplorable) condition!
6. Sanjay had \_\_\_\_\_ (doubts) about buying a new bike.
7. You need to have a proper \_\_\_\_\_ (excuse) for missing your Karate class.
8. Due to a major knee injury, I had to \_\_\_\_\_ (quit) soccer.
9. Sarita tries not to \_\_\_\_\_ (interfere) in my life.
10. Rakesh's performance was \_\_\_\_\_ (exceptional) in the last competition.

**( C ) Match the following:**

WORDS	ANTONYMS
1. Amenable	a. Object to
2. Deficit	b. Graceful
3. Approve	c. Quit
4. Clumsy	d. Comment
5. Liberate	e. Unwilling
6. Strive	f. Barbarous
7. Condemn	g. Excess
8. Hideous	h. Subjugate
9. Civilised	i. Apathy
10. Fervour	j. Pleasant

WORDS	SYNONYMS
1. Big	A. Slender
2. Broad	B. Impolite
3. Intelligent	C. Secure
4. Nice	D. Feeble
5. Happy	E. Risky
6. Dangerous	F. Enormous
7. Weak	G. Glad
8. Slim	H. Wide
9. Rude	I. Clever
10. Safe	J. Kind