



# UNIVERSITY OF THE PUNJAB

PART - I S/2016  
Examination:- B. Com.

Roll No. ....

Subject: Functional English  
PAPER: BC-305

TIME ALLOWED: 3 hrs.  
MAX. MARKS: 100

- Note: (1)** Attempt FIVE questions in all. Selecting THREE from Section-A and TWO from Section - B.
- (2)** Over attempt will altogether be ignored.
- (3)** Do not start the next / new questions, until/ unless you solved the running/ present question, with all its parts, a, b, c and d. Violation of these rules will deprive you of your credit.

## SECTION - A

**Q1(A): Define the following with examples:** (10)

- (i) Infinitive (ii) Predicate (iii) Direct Object  
(iv) Clause (v) Compound Sentence

**(B): Do as directed:** (10)

- i. Have you found your book. (Mood)  
ii. The sun rises in the east. (Change into negative)  
iii. The company runs its affairs itself. (Change into interrogative)  
iv. She is seeming sad. (Correct it)  
v. Think (Give the second and third forms)

**Q2: (A) Change the Numbers:** (5)

- (i) Piano (ii) thief (iii) proof (iv) erratum (v) commander-in-chief

**(B) Change the Genders:** (5)

- (i) author (ii) host (iii) peacock (iv) poet (v) lord

**(C) : Give Synonyms:** (5)

- (i) accuse (ii) allow (iii) break (iv) consent (v) depart

**(D) Change into Nouns:** (5)

- (i) move (ii) protect (iii) punish (iv) die (v) relieve

**Q3(A): Insert correct Articles:** (5)

- i. \_\_\_\_\_ ninth chapter of \_\_\_\_\_ book is very interesting.  
ii. He returned after \_\_\_\_\_ hour.  
iii. He is \_\_\_\_\_ better mechanic than \_\_\_\_\_ clerk.

**(B): Insert appropriate Prepositions:** (5)

- i. Contentment is essential \_\_\_\_\_ happiness.  
ii. He inspires respect \_\_\_\_\_ his friends.  
iii. I often find him absorbed \_\_\_\_\_ thought.  
iv. Death is preferable \_\_\_\_\_ disgrace.  
v. He supplies \_\_\_\_\_ poor with clothing.

**(C): Use the correct form of Verbs:** (5)

- i. The earth (move) round the sun.  
ii. I (study) English for five years.  
iii. The soup (taste) good.  
iv. The baby (cry) all morning.  
v. Every day last week my aunt (break) a plate.

**(D): Give One Word Substitution for each of the following:** (5)

- i. Pertaining to the moon  
ii. One who knows many languages  
iii. That which cannot be read  
iv. A hater of mankind  
v. A place where historical relics are kept

**P.T.O.**

**Q4: (A) Change the Narration:** (10)

- i. He said to me, "Good Morning."
- ii. He said, "Where is the station?"
- iii. He said, "I cannot find my pen."
- iv. "Bring me a sheet of paper", said the teacher to the boy.
- v. They said, "Alas! We are undone."

**(B) Change the Voice:** (10)

- i. They laughed at his warnings.
- ii. Do not waste your time.
- iii. He was praised by his teacher.
- iv. Who was painting the house.
- v. He has accomplished his task.

**Q5: (A) Use the correct option out of given pairs:** (5)

- i. Players use \_\_\_\_\_ shoes. (canvas, canvass)
- ii. He has been in \_\_\_\_\_ for a month. (coma, comma)
- iii. The \_\_\_\_\_ cloth was uncomfortable to wear. (course, coarse)
- iv. Standing in a \_\_\_\_\_ requires patience. (cue, queue)
- v. The crops were damaged due to \_\_\_\_\_. (draught, drought)

**(B) Name the Parts of Speech:** (5)

He gave me an interesting book.

**(C): Use in your sentences:** (10)

- (i) out of pocket,      (ii) the ins and outs      (iii) beyond all question      (iv) in the air  
(v) in the running

## SECTION B

**Q6: What is a precis? Explain its rules.** (20)

**Q7: Read the following Passage and answer the questions given at the end:**

Illiteracy is the greatest evil of our society because of which people cannot understand their problems and social realities well. It has kept them backward to this day. In fact, about 90% of people here are illiterate or semi illiterate. To be semi illiterate means to be able to read and write a little without any academic qualification or degree or without any real understanding of the facts and realities of modern mechanical, scientific and socially advanced world. These people can never hope to advance in agriculture, business, industry, politics or any other field without the required amount of education. They are unaware of the latest researches and international standards which creates difficulty in the progress of a nation.

**QUESTIONS:**

- i. What makes illiteracy an evil? (3)
- ii. What does it mean to be semi-illiterate? (3)
- iii. What do semi-illiterate people need in order to advance? (3)
- iv. Make a precis of the passage and give it a suitable title. (11)

**Q8: Write an Essay on any ONE of the following topics:** (20)

- |                                      |                                  |
|--------------------------------------|----------------------------------|
| (i) Importance of Commerce education | (iii) Time Management            |
| (ii) Science-Uses and Abuses         | (iv) How to Eradicate corruption |