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BPOI-006

**DIPLOMA IN BUSINESS PROCESS
OUTSOURCING-FINANCE AND
ACCOUNTING/CERTIFICATE IN
COMMUNICATION AND IT SKILLS
(DBPOFA/CCITSK)**

Term-End Examination

June, 2025

**BPOI-006 : ENGLISH COMMUNICATION /
COMMUNICATION SKILLS**

Time : 3 Hours

Maximum Marks : 65

Note : *Attempt all questions. Question nos. 1 to
5 carry 10 marks each. Question no.
6 carries 15 marks.*

1. Read the passage given below and answer the questions that follow :

“Joti, a gardener’s son, was once invited to attend the marriage ceremony of a Brahmin friend. As he loved his friend dearly, he attended the function. The bridegroom was being led in a procession to the bride’s house. The procession consisted of men, women and children mostly Brahmins. Joti was walking along with the procession.

One orthodox Brahmin recognized him and was annoyed at the sight of a low caste boy walking with the Brahmins in the marriage procession. Unable to contain himself, he shouted. “How dare you walk along with us ? You are not our equal. Get behind ! Otherwise, go away.” Joti felt insulted. He left the procession and returned home.

He narrated the whole incident to his father with anger in his eyes. However, his father advised him to observe old customs. That night Joti could not sleep. He was assailed by the insult he had suffered as a result of years of discrimination inflicted on lower

castes. He felt compelled to find a way to end caste discrimination. As the lower caste people were not educated, they had accepted this mental slavery for ages. Joti, therefore, resolved to revolt against this mental slavery and educate the lower caste people. He became the first Indian to start a school for the untouchables as well as a girls' school in Maharashtra. We recognize him today as Mahatma Phule.

Questions :

- (i) Where was the procession going on ? 2
 - (ii) Why was Joti asked to get behind the procession or to go away ? 2
 - (iii) What advice did Joti's father give to him ? 2
 - (iv) Why did the lower caste people have to accept mental slavery for ages ? 2
 - (v) What steps did Joti take to end caste discrimination ? 2
2. In response to an advertisement for the post of a Finance Controller, write an application for the same. Also write a CV suitable for the post. 10

3. As a Marketing Manager, write a letter to a regular customer to tell him about a new product that has been launched by your company. 10
4. Define the role of the chairperson in holding a meeting successfully. 10
5. You had taken a heavy loan from a nationalised bank with the understanding of repaying the same by way of EMIS. Due to some adverse circumstances you are not able to do so. Write a letter to the bank authorities explaining your problem and requesting them to take a soft views and to bear with the default. 10
6. (a) Write the following sentences in the active voice : 5
- (i) The dog was crushed to death by the speeding car.
- (ii) The cats are being chased by the dogs.

- (iii) The Sri Lankan team was beaten by the Indian team.
- (iv) The robber was caught red-handed by the alert cop.
- (v) The residents have been asked to vacate the building.
- (b) Fill in the blanks in the following sentences, choosing the appropriate verb from the brackets : 5
- (i) Mr. Varma, the teacher and preacher coming to our college today. (is, are)
- (ii) A large supply of pens, pencils and paper available here. (is, are)
- (iii) The cheapest of these cameras ₹ 20,000. (cost, costs)
- (iv) 'Pick Wick Papers' written by Charles Dickens. (was, were)
- (v) Every student and teacher present during the assembly. (was, were)

(c) Do as directed : 5

- (i) As soon as the guard whistled, the train started.

(Rewrite using 'no sooner').

- (ii) It is a very fantastic feat.

(Rewrite as an exclamatory sentences)

- (iii) Mohan said to his brother, "Can you hear somebody calling ?"

(Rewrite in indirect speech)

- (iv) Gold is the most precious metal.

(Rewrite, changing the degree)

- (v) She is so weak that she can't walk fast. (Rewrite using 'too')

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