

**BACHELOR'S DEGREE
PROGRAMME (BDP)**

Term-End Examination

June, 2026

**BEGE-104 : ENGLISH FOR BUSINESS
COMMUNICATION**

Time : 3 Hours

Maximum Marks : 100

Note : Attempt *all* questions.

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

18 July 1980 – India's first Satellite Launch Vehicle, SLV-3 lifted off from SHAR. I saw the computer displaying data about stage IV. Within the next two minutes, Rohini, carried as payload, was set into motion in a low earth orbit. I spoke the most important words I had ever uttered in my life, "Mission

Director calling all stations. The fourth stage apogee motor has given the required velocity to put the satellite into orbit.” There were happy cries everywhere. The whole nation was excited. India had made its entry into the small group of nations which possessed satellite launch capability. I experienced mixed feelings. I was happy to achieve the success which had been evading me for the past two decades, but I was sad because the people who had inspired me were no longer there to share my joy—my father, my brother-in-law, Jallaludin and Prof. Sarabhai.

Within a month I received a call from Prof. Dhawan in Delhi, asking me to join him the next morning. A meeting of the Parliamentary Panel on Science and Technology to be chaired by the Prime Minister was scheduled. Smt. Indira Gandhi spoke to the members about the success of

the SLV-3 and landed our achievement. Prof. Dhawan expressed the gratitude of the ISRO scientists and engineers, and thanked the gathering for the encouragement.

Republic Day 1981 brought with it a pleasant surprise. On January 25, Secretary, Department of Space informed me about conferment of the Padma Bhushan award on me. The next important call was from Prof. Dhawan to congratulate me. I rejoiced with Prof. Dhawan at his receiving the Padma Vibhushan and I congratulated him wholeheartedly. I then rang up Dr. Brahm Prakash and thanked him. He said, "I feel as if my son has got the award." I was so deeply touched by his affection that I could no longer keep my emotions in check.

My award evoked mixed reactions among my colleagues. Some shared my happiness while some others turned envious. An inner voice told me that the time had come for a

long felt, but ignored, need for renewal. Let me clean my slate and write new sums. Were the earlier sums done correctly ? Judgement aside, eighteen years at ISRO was too long a stay to leave without pain. As for my afflicted friends, lines by Lewis Carroll seemed appropriate :

We are all of us weak at times. But the slightest approach to a false pretence was never among my crimes !

Questions :

- (i) When did India acquire Satellite launch capability ? 2
- (ii) What marked success of the SLV-3 mission ? 2
- (iii) Who, do you think, is the narrator of this passage ? 2
- (iv) Why was the narrator happy as well as sad at the same time ? 2
- (v) Why was the narrator invited to Delhi ? 2

- (vi) Which two announcements in January 1981 happily surprised the narrator ? 2
- (vii) What is meant by the term “need for renewal” ? 2
- (viii) What is meant by “mixed reactions” ? 2
- (ix) Explain the quotation at the end of the passage. 2
- (x) Choose words from the last paragraph which mean : 2
- (a) grief stricken
- (b) deception
2. As a secretary how would you write notice, agenda and minutes of a meeting of board of directors of a company. 15
3. What do you mean by a proposal and what are its features ? 15
4. Write about different types of advertisements students and job seekers are interested in and how to respond to these ads ? 15

5. How is a portfolio and just a resume and why is it worth the work ? 15
6. (a) Fill in the blanks using Present Perfect Tense : 5
- (i) Please send reminders to those who (not pay) for the last order.
 - (ii) We (walk) long enough; let's now rest for some time.
 - (iii) Reena (you / not meet) our new Managing Director, Ms. Nadia ?
 - (iv) I (finish / write) the project report.
 - (v) Our Prime Minister (not take) a holiday for ten years.
- (b) Change the following sentences into Passive Voice : 5
- (i) China produces cheap goods.
 - (ii) India is building a dam on the Jhelum river.

- (iii) Grandma told us an interesting story.
- (iv) You must not memorize your entire presentation.
- (v) He took the wounded boy to the hospital.
- (c) Use the following idioms in sentences of your own (any *five*) : 5
- (i) Take the plunge
- (ii) Lose sight of
- (iii) Cut off
- (iv) Break down
- (v) Save the day
- (vi) Hit a snag
- (vii) Hue and cry
- (d) Correct the sentences : 5
- (i) It's warmer today, is it ?
- (ii) The news of cloud burst today at Dehradun are disturbing.

- (iii) Hurry up, lest you will miss the train.
- (iv) It is three days since she talked to her son.
- (v) Does they go to the stadium every week to play cricket ?

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