

NATIONAL MANAGEMENT COLLEGE -PERUNDURAI

CA FOUNDATION

CHAPTER WISE TEST NO 1

BUSINESS CORRESPONDENCE & REPORTING

DATE: 17.03.2022

TIME : 1 Hour

Total Marks: 30

Section A (12 marks)

Answer all the following questions.

- 1) Define Written communication. What are the essentials of oral communication?
- 2) What is Non Verbal Communication and its types? Explain Aesthetic communication.
- 3) Define Diagonal Network and Grapevine communication.
- 4) Explain Circuit Network with diagram.
- 5) Justify “ A Good speaker is one who is good listener “.
- 6) Define Visual Communication.

Section B (13 marks)

Rewrite the sentence in indirect.

- 1) I said to her, “I can no longer tolerate your coming late.”
- 2) Khanna said to his wife, “Please select one of those sarees.”
- 3) Ravi said to the judge, “I did not commit this crime.”
- 4) He said to me, “Where have you lost the pen I brought for you yesterday?”
- 5) The class teacher said, “It’s time to plan for our travel.”
- 6) I Reiterated, “I don’t care about the job.”
- 7) The new student asked the old one, “Do you know my name?”
- 8) Bee Lee said, “I am very happy today because my father has given me a car.”
- 9) Steven says, “I don’t have any money to pay for this ticket.”
- 10) Kelly said, “I was playing Chess ”
- 11) “What did you see at the South Pole?” Ashok asked Anil.
- 12) She said, “What a miserable plight it is
- 13) Vissu said, “We passed by a beautiful lake when we went on a trip to Goa.”

Section C (5 marks)

Read the passage and answer the questions given below.

Nature writing is nonfiction or fiction prose or poetry about the natural environment. Nature writing encompasses a wide variety of works, ranging from those that place primary emphasis on natural history facts (such as field guides) to those in which philosophical interpretation predominate. It includes natural history essays, poetry, essays of solitude or escape, as well as travel and adventure writing.

Nature writing often draws heavily on scientific information and facts about the natural world; at the same time, it is frequently written in the first person and incorporates personal observations of and philosophical reflections upon nature.

Modern nature writing traces its roots to the works of natural history that were popular in the second half of the 18th century and throughout the 19th. An important early figure was the “parson-naturalist” Gilbert White (1720 – 1793), a pioneering English naturalist and ornithologist. He is best known for his *Natural History and Antiquities of Selborne* (1789).

Q1. Nature writing emphasizes on

- i. Historical facts about the nature
- ii. Philosophical interpretations of the nature
- iii. Scientific information and facts

Choose the most appropriate

- a) None of the above
- b) Only (i) and (ii)
- c) All the above
- d) Only (i) and (ii)

Q2. Based on the passage what is period to which the modern nature writing can be traced to

- a) 1850 till 1999
- b) 1850 to 1899
- c) 1750 till 1899
- d) 1750 till 1900

Q3. Which statement summarizes the above passage

- a) The passage talks about the life and lessons of Gilbert White, a profound naturalist and ornithologist.
- b) The passage talks about how the nature writing is missing in the modern era and needs to be revived.
- c) The passage talks about from where the writers draw inspiration for nature writing, and how its importance is diminishing in the modern era.
- d) The passage talks about what nature writing is, the different types of nature writing, its style, and about the roots and pioneer of modern nature writing.

Q4. Which word aptly describes the word “reflections” as used in the passage

- a) Opinion
- b) Reproduction
- c) Images
- d) None of the above

Q5. According to the passage, what kind of works are written as part of nature writing?

- i. Natural history essays and essays of solitude or escape
- ii. Poetry
- iii. Travel and adventure writing

Choose the correct options

- a) Only (i)
- b) Only (i) and (ii)
- c) Only (ii) and (iii)
- d) All the above