



**Eastern University, Sri Lanka**  
**External Degree Programme**

**Faculty of Commerce and Management**

First Year Second Semester Examination in Bachelor of Business Management  
2019/2020 - January/February - 2024-Proper/Repeat

**BMF-1082, Business English**

**Time:** Two Hours [9.30-11.30am]

**Date:** 21.01.2024, Sunday

**Index No:** .....

**Instructions to the candidates:**

01. Write your index number clearly on the space given.
02. Answer all the questions on this paper itself.
03. Answers written in pencil will not be accepted.

**For the Examiner's use only.**

Question number	Maximum marks	Marks obtained
01	20	
02	20	
03	20	
04	20	
05	20	
<b>Total</b>	<b>100</b>	

**Name of the First Examiner:** ..... **Signature:** .....

**Name of the Second Examiner:** ..... **Signature:** .....

01. Select the correct verb form and fill in the blank.

[20 marks]

1. I ..... English movie last week.
  - a. watched
  - b. watches
  - c. watching
  
2. We ..... meat with my best friend yesterday.
  - a. eaten
  - b. eat
  - c. ate
  
3. The bus ..... a few minutes ago.
  - a. stoped
  - b. stopped
  - c. will stop
  
4. She ..... the University in 2020.
  - a. lefte
  - b. leaves
  - c. left
  
5. He ..... a new house last month.
  - a. bought
  - b. buys
  - c. buies
  
6. I ..... an interesting English book last month.
  - a. red
  - b. read
  - c. reads
  
7. We ..... a lot of shopping at the shopping complex.
  - a. does
  - b. done
  - c. did
  
8. She ..... her work at six o'clock yesterday.
  - a. finishes
  - b. had finished
  - c. finished
  
9. The rain ..... an hour ago.
  - a. had stoped
  - b. stopes
  - c. stopped

10. We ..... good friends earlier.  
a. are  
b. will be  
c. were
11. I ..... to bed early in the morning yesterday.  
a. go  
b. gone  
c. went
12. Ravi ..... home very late last night.  
a. come  
b. coming  
c. came
13. He ..... a vehicle last year.  
a. has  
b. having  
c. had
14. Rani ..... the zoom lecture last week.  
a. mised  
b. misses  
c. missed
15. My brother ..... a glass of milk two hours ago.  
a. drinks  
b. dranks  
c. drank
16. They ..... a meeting with their colleagues last week.  
a. have  
b. having  
c. had
17. We ..... the first year students two years ago.  
a. are  
b. have  
c. were
18. The office assistant ..... up dead leaves yesterday evening.  
a. sweep  
b. was sweeping  
c. swept

19. My friend ..... to the relax music yesterday.  
a. listens  
b. was listened  
c. listened

20. Student leader ..... the meeting last evening, for tomorrow.  
a. canceled  
b. cancels  
c. cancelled

**02. Change the following sentences into the passive forms. [20 marks]**

- 1. The President organized a cultural show.  
.....
- 2. The Coordinator requests an excuse letter.  
.....
- 3. The students will submit an assignment next week.  
.....
- 4. The Team is requesting a report.  
.....
- 5. The Audit has sent some details.  
.....
- 6. We plan a model farm for the project.  
.....
- 7. They prepared an agenda for the meeting.  
.....
- 8. The students will perform a street drama.  
.....
- 9. They are designing an exhibition.  
.....
- 10. Friends have prepared a beautiful wall hanging.  
.....

03. Write a short essay on "Importance of English Language in your career Development" in about 150 words.

Write grammatically correct sentences and do neat hand writing etc. [20 marks]

Dotted lines for writing.

Blank page with horizontal dotted lines for writing.

04. Write ten sentences on "Your investment in your economic development".

Write grammatically correct sentences and do neat hand writing etc. [20 marks]

A series of horizontal dotted lines provided for writing the ten sentences.

05. Write a letter to the Dean, Faculty of Commerce and Management through the Co-ordinator/BBM to request permission to organize the Language Programme to bring out the talents of the BBM students to improve English Language Skills. (150 words) [20 marks]

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