

**শুন্ন অব বিজনেস**  
**Bangladesh Open University**  
**BBA Program**  
**Semester: 221 (1<sup>st</sup> Level)**

Course: Business English

Due on 24 May 2024

**Instructions**

- Answer all questions in your own handwriting on A4 size white paper.
- Fill in the cover page of your assignment with care.
- Enclose the photocopy of your ID Card with the assignment (next to the cover page).
- Don't make the spiral binding. Instead, make the soft binding.
- Submit the assignment to the respective course tutor and ensure his/her signature on your Assignment Acknowledgement Form (see page#4 of the Semester Calendar).

**Questions**

1. (a) Identify the various Parts of Speeches.  
 (b) (i) How do nouns serve as the subject and object in sentences, and what roles do they play in sentence structure?  
 (ii) Analyze the function of possessive nouns in indicating ownership and relationships within a sentence.  
 (iii) Differentiate between common and proper nouns, providing examples of each.  
 (iv) What distinguishes countable nouns from uncountable nouns? Give examples of each.
2. (a) What are Articles? How are they formed?  
 (b) Rewrite the following sentences by filling in the blank spaces with *a*, *an*, or *the* as may be suitable:
  - (i) Please provide \_\_\_ detailed analysis of the market trends before the meeting tomorrow.
  - (ii) The company is experiencing \_\_\_ unprecedented growth in its international markets.
  - (iii) Could you please send me \_\_\_ copy of the report you mentioned during the presentation?
  - (iv) Our team needs to review \_\_\_ latest version of the proposal before finalizing it.
  - (v) \_\_\_ successful implementation of the new strategy requires total commitment from all departments.
  - (vi) We need to schedule \_\_\_ meeting with the stakeholders to discuss the budget allocation.
  - (vii) Could you pass me \_\_\_ agenda for the upcoming conference?
  - (viii) I'll be attending \_\_\_ webinar on leadership development next week.
  - (ix) We've received \_\_\_ overwhelming response to the product launch campaign.
  - (x) \_\_\_ importance of clear communication cannot be overstated in today's business environment.
3. (a) (i) What is a gerund, and how does it function in a sentence?  
 (ii) Explain the difference between a gerund and a present participle.  
 (iii) Provide examples of gerunds used as subjects, objects, and complements in sentences.  
 (iv) How can gerunds be used to express actions as nouns in sentences?

- (b) Rewrite the following sentences using a gerund:
    - (i) Zahra enjoys playing soccer.
    - (ii) Ayan decided to go to his Art Class on Fridays.
    - (iii) Many people like reading newspapers even today.
    - (iv) Some flies entered the house while the window was agape.
    - (v) Shohela wanted to travel around the world for her career.
  - (c) How do different contexts and styles of writing influence the choice of using gerunds in sentences?
4. Determine the form in which the following sentences are and transform them to the two other forms.
- (i) It was time for bed, yet there was still light outside.
  - (ii) The front door was locked, so she entered though the back.
  - (iii) They tool a lot of pictures when they visited Montana.
  - (iv) After the show began, he sat very quietly.
  - (v) The girl was wearing a red dress.
  - (vi) Jack was playing on his computer.
  - (vii) Gloria would like to play, for she is the best pianist in the choir.
  - (viii) Before the bell rings, the students lined up for the assembly.
  - (ix) We turned off the lights, and we went to sleep.
  - (x) We turned off the lights after our mom told us to go to sleep.

**শুভ্র এব বিজ্ঞেয়**  
**Bangladesh Open University**  
**BBA Program**  
**Semester: 221 (1<sup>st</sup> Level)**

Course: Business English

Due on 12 July 2024

**Instructions**

- Answer all questions in your own handwriting on A4 size white paper.
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**Questions**1. (a) **Dialog writing:*****Situation:***

You are a learner of Business English at Bangladesh Open University, and your Tutor, Ms. Sarah, approaches you after the class to discuss the upcoming examination. You are feeling anxious about the exam and seek guidance on how to prepare effectively.

***Dialogue Task:***

Write a dialogue between yourself (you) and Ms. Sarah (the Tutor) discussing the upcoming examination on the course "Business English." You should express your concerns and ask for advice on how to prepare, while the Tutor will provide guidance and reassurance. Ensure that the dialogue incorporates relevant vocabulary and concepts from the course.

*(Hint: at least 20 dialogues)*

## 2. Read the following situations and write appropriate business letters for each case.

- (a) You have been appointed as the Commercial Associated at *Mitra & Mitra Plc*. The Research Firm is going through a bizarre situation at present and has sought consultation through you from *Zabeer Locators and Realtors Ltd.*, a real estate agent. *Mitra & Mitra Plc.* is looking for appropriate space to set up a new outreach branch, in order to relocate its present office, where you are posted.

Now, prepare two separate letters:

- (i) A Letter to *Zabeer Locators and Realtors Ltd.* asking information regarding a suitable apartment, house, or location, and
- (ii) Replying on behalf of *Zabeer Locators and Realtors Ltd.* to *Mitra & Mitra Plc.* regarding the proposals of two different sites of accommodation.

3. (a) *Summarize the following passages of about one-third of the original length providing it with an appropriate title.*

In the lush green landscapes of Bangladesh, where rivers weave intricate patterns across the countryside and vibrant markets buzz with life, unfolds the tale of Farid and Aisha, two young entrepreneurs determined to make a difference in their community.

Born and raised in the bustling capital city of Dhaka, Farid grew up witnessing the challenges faced by small-scale farmers in rural Bangladesh. Determined to alleviate their plight, he embarked on a journey to create AgroTech Solutions, a startup aimed at empowering farmers through technology and innovation. With a vision of harnessing the power of data analytics and IoT devices, Farid set out to develop smart farming solutions that would optimize crop yields and reduce agricultural waste.

Meanwhile, in the coastal city of Cox's Bazar, Aisha was driven by a passion for social entrepreneurship and environmental conservation. Inspired by the natural beauty of the Sundarbans mangrove forest and the pressing need to address climate change, she founded EcoWave, a company dedicated to promoting eco-friendly alternatives and raising awareness about environmental sustainability. Through initiatives such as beach clean-ups, recycling drives, and the production of biodegradable packaging materials, Aisha aimed to inspire a culture of environmental stewardship among local communities.

Despite facing numerous obstacles along their entrepreneurial journeys, including funding shortages, bureaucratic hurdles, and skepticism from traditionalists, Farid and Aisha persevered with unwavering determination. Leveraging their networks and forging strategic partnerships with NGOs and government agencies, they were able to overcome challenges and scale their ventures, making a tangible impact on the lives of people across Bangladesh.

As their startups flourished and gained recognition both nationally and internationally, Farid and Aisha remained grounded in their commitment to creating positive change. Whether it was through introducing innovative farming techniques to rural communities or advocating for sustainable practices in urban centers, they continued to inspire others with their passion, resilience, and dedication to building a brighter future for Bangladesh.