



DG-001-0014129

Seat No. _____

B. A. (CBCS) (Sem. - IV) Examination

April / May - 2015

Functional English - VIII

Faculty Code : 001

Subject Code : 0014129

Time : 2 Hours]

[Total Marks : 50

1 Multiple choice questions. **10**

- (1) _____ is the Latin synonym for left hand.
 - (a) Sinister
 - (b) Threatening
 - (c) evil
 - (d) dangerous
- (2) _____ studies the history of words.
 - (a) Semantics
 - (b) Graphology
 - (c) Etymology
 - (d) Historiography
- (3) Alter is the Latin word for _____.
 - (a) Next
 - (b) Other
 - (c) Extra
 - (d) More
- (4) One who turns thoughts inward and outward is _____.
 - (a) Introvert
 - (b) Extrovert
 - (c) Ambivert
 - (d) Altrovert
- (5) One who is excessively fixated on his own desires, needs, etc. is called _____.
 - (a) Egomaniacal
 - (b) Egoselfic
 - (c) Alter ego
 - (d) Egocentric
- (6) _____ is a practitioner trained in Freudian techniques.
 - (a) Psychologist
 - (b) Psychotherapist
 - (c) Psychosomatic
 - (d) Psychoanalyst
- (7) _____ relates to illegal plurality of marriages.
 - (a) Monogamy
 - (b) Polygamy
 - (c) Bigamy
 - (d) Misogyny
- (8) Philanthropist is _____.
 - (a) One who engages in charitable work
 - (b) Student of the development of mankind
 - (c) Devoted to lonely and austere life
 - (d) Hates marriages

- (9) Meanings and psychological effects of words is studied by _____.
- (a) Sociologist (c) Semanticist
(b) Entomologist (d) Anthropologist
- (10) The base word for old in Latin is _____.
- (a) Senior (c) Senescent
(b) Senile (d) Senate

- 2** Attempt Short Notes on **any two** : **10**
- (a) Illustrate communication process
(b) Define communication and explain importance of feedback in communication
(c) Discuss main elements of Non-verbal communication.
(d) Role of Verbal communication in business communication.
- 3** Attempt **any one** of the following: **10**
- (a) Draft a report as Secretary to the Board of Directors about the need for an immediate advertising campaign.
- OR**
- (a) Write a report of a committee appointed to introduce some incentive schemes to boost the sales of the Company.
- 4** Attempt **any two** of the following; **10**
- (a) Steps for writing a summary.
(b) Draft a complain of misbehavior against a junior employee with an officer.
(c) Draft the minutes of the Board of Directors of the Bharat trading Co.Ltd. at which the following business was transacted;
(a) The tender of the new premises was accepted
(d) Draft a notice about the general meeting of the members of a company.
- 5** Attempt **any two** of the following: **10**
- (a) Layout of a news report.
(b) Draft a news paper report on visit to an old age home by an NGO.
(c) Characteristics of a good press release.
(d) Draft a press release announcing one day workshop organized by your college.