



**MAZ-001-0013125**

Seat No. \_\_\_\_\_

**B. A. (Sem. III) (CBCS) Examination**

**November / December – 2016**

**Functional English - VI**

*(Written Communication)*

**Faculty Code : 001**

**Subject Code : 0013125**

Time : 2 Hours]

[Total Marks : 50

1 Answer the following questions in a word/phrase/sentence : 10

- (1) What is the meaning of the phrase 'bona fide'?
- (2) Complacent means \_\_\_\_\_.
- (3) Dictatorial means \_\_\_\_\_.
- (4) One word for the phrase 'disinclined to conversation' is \_\_\_\_\_.
- (5) Circumlocutory means \_\_\_\_\_.
- (6) What is the meaning of 'solus' in soliloquize?
- (7) Fratricide : the killing of one's brother ; \_\_\_\_\_ : the killing of one's sister.
- (8) hypos : under ; hyper : \_\_\_\_\_
- (9) Pantheism : belief that God is in nature ; \_\_\_\_\_ skepticism about God.
- (10) Dread of open spaces : agoraphobia ; dread of heights : \_\_\_\_\_

2 (a) What are the advantages and disadvantages of written communication? 10

**OR**

(b) Write, in detail, the 7Cs of Business Communication. 10

3 (a) (1) Write a letter to the Vice Chancellor about the problems that you face as a student in the semester system. 5

**OR**

(2) Write a letter to the police commissioner complaining about the theft in your locality. 5

- (b) (1) Draft an invitation letter to your friend to your brother's marriage. **5**
- OR**
- (2) Write a letter to your maternal uncle about your plan of celebrating your mother's birthday. **5**
- 4 (a) (1) Popular Tours asks New Image Graphics to quote their terms for the designing and printing 500 copies of a brochure of its package tours. It encloses a copy of a previous brochure. Draft a letter. **5**
- OR**
- (2) Your class has decided to go for a picnic. Write a letter to the owner of a bus service, making enquiries. **5**
- (b) (1) In a reply to an enquiry from a college co-operative store about the supply of ink and stationery for the period from June to April, write a covering letter to be sent with your price list and say that your representative will visit to discuss the details. **5**
- OR**
- (2) You have received a letter enquiring if you can supply steel furniture within 15 days for an office. Draft a reply stating that you can deliver only 10 writing desks immediately, and can send the rest a week later; computer tables and chairs are not in stock and can be delivered only after a month. **5**
- 5 Prepare a resume and a covering letter for the following walk-in interviews : (any **one**) **10**
- (a) Required smart boys and girls on full/part time basis for marketing, field work and survey. BizSoftech Pvt. ltd., 269 Udyog Bhavan, Malad(W), Mumbai 400080.
- (b) M.S. University, Anand, is inviting application to fill the post of assistant professor of English. Qualification as per UGC rules and regulations. Apply within 10 days.