



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 **10** written communication?

OR

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

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

OR

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

(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. BizSofttech 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.