



**HDB-001-0013125** Seat No. \_\_\_\_\_

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

**November / December - 2017**

**Functional English - VI**

*(Official Business Communication) (Old Course)*

**Faculty Code : 001**

**Subject Code : 0013125**

Time : 2 Hours]

[Total Marks : 50

**1** Fill in the blanks. **10**

- (1) The meaning of the root word Malus is \_\_\_\_\_.
- (2) The meaning of the Latin word Par is \_\_\_\_\_.
- (3) The Latin word Verbum means \_\_\_\_\_.
- (4) \_\_\_\_\_ means the time when day and night are of equal length.
- (5) A doctor generally \_\_\_\_\_ the medicine.
- (6) A \_\_\_\_\_ is a person who is kind and good natured.
- (7) \_\_\_\_\_ means to talk to oneself.
- (8) A \_\_\_\_\_ person is big hearted, generous and forgiving.
- (9) A person who is unable to sleep at night is \_\_\_\_\_.
- (10) \_\_\_\_\_ does not believe in God.

**2** Explain the significance and nature of effective written communication. **10**

**OR**

**2** Explain the layout of a business letter. **10**

**3** Draft a letter to a brother on the importance of family. **10**

**OR**

**3** Draft a letter to the Police Commissioner seeking permission to hold a rally by students on Kargil Day. **10**

**4** Draft a letter of inquiry regarding the delay in getting the ordered books. **10**

**OR**

**4** Draft a complaint to the suppliers that the woolen clothes they supplied were not of the same quality as the samples. **10**

**5** Draft an application for the post of a physical trainer in a school. **10**

**OR**

**5** Prepare a resume for a librarian in a school. **10**

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