



MBD-1601070301040902 Seat No. _____

Second Year B. A. (Sem. IV) (CBCS) Examination

March / April - 2018

Functional English - VIII

(Communication & Business Writing)

Time :2 Hours]

[Total Marks : 50

1 Fill in the blanks : **10**

- (1) The word adulate means to _____.
- (2) The Latin root par means _____.
- (3) An _____ statement is deliberately deceptive in nature.
- (4) The root vox means _____.
- (5) A synonym of equability is _____
- (6) A woman on a horse is called an _____
- (7) A _____ is written after the main part is finished.
- (8) The word malign is built on the Latin _____.
- (9) The root _____ means good.
- (10) The word _____ refers to one who talks rapidly.

2 Write notes on any **two** : **10**

- (1) Communication Process
- (2) Kinesics
- (3) Para Language
- (4) Effective Verbal Communication

3 (a) Draft an individual report on the decline of sales in **10**
a food joint.

OR

- (b) Draft a committee report reviewing a newly **10**
started branch of a software company.

4 (a) Prepare the agenda and minutes of a meeting. 10

OR

(b) Draft an MOU between a college and a social service organization. 10

5 (a) Draft a questionnaire on reading habits of college students. 10

OR

(b) Prepare a brochure of a school. 10
