



DAM-1901070301040902 Seat No. _____

Second Year B. A. (Sem. IV) (W.E.F. 2019) Examination

April - 2022

Functional English-8

(Communication & Business Writing)

Time : 2 Hours]

[Total Marks :50

1 Answer the following questions in a word or a sentence **10**

- (1) Ventral: referring to the front or belly side, _____ referring to back side.
- (2) _____ is an inability to fall asleep.
- (3) A person who walks in sleep or a sleepwalker is known as_____.
- (4) A _____is a person whose emotional disorder is reflected in non-organic or imaginary bodily ailments.
- (5) One's school or college is called _____.
- (6) Words that sound the same are called _____.
- (7) Mariticide: killing one's husband, _____ killing one's wife.
- (8) Someone who has a morbid compulsion or obsession to steal or for theft is called a _____.
- (9) Morbid dread of fear of high places is known as_____.
- (10) The root Rex or Regis means _____.

2 Attempt the following questions (ANY TWO) **10**

- (1) Body of the Letter
- (2) You Attitude
- (3) Correctness and Concreteness
- (4) Header/Heading

- 3** Attempt ANY **ONE** of the following : **10**
- (1) Write a letter to the police commissioner, requesting him to take necessary steps to prevent theft,
 - (2) Write a letter to the editor of a newspaper about some evil customs in your society.
- 4** Attempt ANY **ONE** of the following **10**
- (1) Write a letter to Jay Hind Watch Company, Mumbai-8, asking for a copy of latest catalogue. State that you propose to stock watches for sale. Ask for their best terms for the supply of their watches and clocks.
 - (2) Draft a letter of order of the above-mentioned letter.
- 5** Attempt ANY **ONE** of the following : **10**
- (1) Prepare a resume for the post of an English Lecturer in Arts College, Limkheda.
 - (2) Write an e-mail to Rainbow Hotel, Manali seeking information about the availability of deluxe rooms and the tariff.
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