



DDA-1901070301030602 Seat No. _____

B. A. (Sem. III) Examination

August - 2022

Functional English-6

(Business / Official Correspondence)

Time : 2 Hours]

[Total Marks : 50

- 1** Fill in the blanks : **10**
- (1) Gerontology is the study of _____.
 - (2) Dermatology deals with the treatment of the _____.
 - (3) A tactless comment is a _____ remark.
 - (4) The word 'pulse' has a _____ origin.
 - (5) Monocle as a word refers to _____.
 - (6) It is _____ to wear black slacks and sweater to a formal wedding.
 - (7) Asterisk is a _____ shaped symbol.
 - (8) _____ is performed on a corpse to examine and determine the cause of death.
 - (9) Asecetic is from the Greek word asketes meaning _____.
 - (10) A _____ remark is tactless, embarrassing and awkward.
- 2** Short notes : (any **two**) **10**
- (1) Process of communication with diagram
 - (2) Verbal communication
 - (3) Body language
 - (4) Gestures
- 3** Attempt any **two** of the following questions : **10**
- (1) Prepare an individual report on a one-day vocational guidance programme by an institute.
 - (2) Draft a committee report on the means to increase popularity of holiday packages of a tourist company.
 - (3) Draft an individual report on Annual Sports Day of a college.
 - (4) Prepare a committee report on a major accident in a factory.

- 4** Attempt any **one** of the following questions : **10**
- (1) Prepare a notice and minutes for a meeting regarding arrangements for stay and transportation during a state level cultural competition.
 - (2) Draft a circular emphasizing the need to minimize the use of electricity.
- 5** Attempt any **one** of the following questions : **10**
- (1) Prepare a questionnaire on efficiency of online classes in schools.
 - (2) Prepare a pamphlet on safety measures during Pandemic.
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