



Seat No. _____

HO-1901070301040902

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

April - 2023

Functional English-8
(Communication & Business Writing)

Time : 2 Hours / Total Marks : 50

- Instructions :** (1) All questions carry equal marks.
(2) Figures to the right side indicate marks.
(3) Attempt all questions.

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

- (1) _____ is the root word for the word *Voice*.
- (2) Parity: Equality::_____:Inequality.
- (3) _____ means *Trivial*.
- (4) An indefinite feeling of bodily discomfort is known as _____.
- (5) The root word *Dilettare* comes from _____ language.
- (6) *Virago* means _____.
- (7) _____ is the root word for *Mother*.
- (8) The Greek word *Onyma* means _____
- (9) *Archein* means _____
- (10) _____ means killing of one's brother.

2 Attempt the following questions: (any **two**) **10**

- (1) Consciousness and Completeness
- (2) Header/Heading
- (3) Clarity and consideration
- (4) Body in the business letter.

- 3** Attempt any one of the following : **10**
- (1) Write a letter to the police commissioner, requesting him to take necessary steps against illegal activities going happening in your area.
 - (2) Write a letter to the editor of a newspaper about an unusual incident happened on the road side.
- 4** Attempt any one of the following : **10**
- (1) Write a letter to Mihir Cloth Store, Mumbai-8, inquiring for a Polo T-shirts in bulk. State that you are propose to stock t-shirts for sale. Ask for their best terms for the supply.
 - (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 Teacher in Wilson International School, Raigadh.
 - (2) Write an e-mail to Star Holidays, Baroda seeking information for your next trip to Sikkim.
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