



Seat No. _____

HAQ-1901070301030602
Second Year B. A. (Sem. III)
(W.E.F. 2019) Examination
June - 2023
Functional English - 6
(Official / Business Correspondence)

Time : 2 Hours / Total Marks : 50

- 1** Fill in the blanks : **10**
- (1) The word 'pulse' has a _____ origin.
 - (2) The root word for mankind is _____.
 - (3) _____ is a woman with multiple husbands.
 - (4) It is _____ to wear black slacks and sweater to a formal wedding.
 - (5) _____ is the identification of another's feeling.
 - (6) _____ is a person who is fond of English people, cutomers, etc.
 - (7) _____ is a science of animal life.
 - (8) _____ is a place for feet i.e. a speaker's platform.
 - (9) _____ is the root word for weight.
 - (10) Gerontology is the study of _____.
- 2** Short notes : (any **two**) **10**
- (1) Verbal Communication
 - (2) Process of communication with the help of diagram
 - (3) Psychological barriers
 - (4) Linguistic barriers.
- 3** Attempt any **two** of the following questions : **10**
- (1) Prepare an individual report on decline in the sales of Zee Sports Shoes.
 - (2) Draft a committee report on the decrease in the membership of a city library.
 - (3) Draft a press report on youth festival held in your college.
 - (4) Draft a press report on a local theft.

4 Attempt any **one** of the following questions : **10**

- (1) Prepare a notice and minutes for a meeting of college staff committee regarding an international conference.
- (2) Draft a circular regarding the misuse of water into your locality.

5 Attempt any **one** of the following questions : **10**

- (1) Prepare a questionnaire on economic condition of working men in the private sector.
 - (2) Prepare a pamphlet on Venus Television.
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