

This question paper contains 1 printed page]

C—06—2019

FACULTY OF ARTS

B.A. (F.D.)(First Year) (Second Semester) EXAMINATION

OCTOBER/NOVEMBER, 2019

ENGLISH

(Business Communication-II)

(Friday, 15-11-2019)

Time : 10.00 a.m. to 12.00 noon

Time—2 Hours

Maximum Marks—40

N.B. :— (i) Q. No. 1 is compulsory.

(ii) Figures to the right indicate full marks.

1. Attempt any *five* of the following questions in two or three sentences each : 10

(a) What is a business letter ?

(b) What is bound morpheme ?

(c) Give antonyms of the following :

(i) Like

(ii) Intelligent.

(d) Change the following in passive voice :

They make butter from milk.

(e) Write the uses of simple past tense.

(f) What is Minutes ?

(g) What is suffix ? Give *two* examples.

Attempt any *three* of the following :

2. Explain the term 'meeting' in detail. 10

3. Explain the prefixes in detail. 10

4. Explain group discussion in detail. 10

5. Discuss interview in detail. 10

6. Write a letter of complaint to the Manager, HCL Pvt Ltd. Mumbai-400017 for receiving some goods in a damaged conditions. 10

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1