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AA—526—2016

FACULTY OF ARTS

B.A. (Second Year) (Fourth Semester) EXAMINATION

OCTOBER/NOVEMBER, 2016

FUNCTIONAL ENGLISH

Paper VII

(Communication Skills)

(MCQ & Theory)

(Friday, 25-11-2016)

Time : 2.00 p.m. to 4.00 p.m.

Time—2 Hours

Maximum Marks—40

N.B. :— (i) All questions are compulsory.

(ii) All questions carry equal marks.

MCQ

1. Attempt the following : 10

(i) CV is also known as :

(a) Resume

(b) Synopsis

(c) Report

(d) Abstract

(ii) Notices are always displayed at :

(a) Home

(b) Room

(c) Public Places

(d) None of these

(iii) The word 'memo' is a short form for :

(a) Memory

(b) Memorizing

(c) Memorandum

(d) Memoirs

(iv) Pick out the *correct* matching pair from the following :

(a) Minutes

— Public Places

(b) Notice

— Planned Program

(c) Report writing

— An outline of the program

(d) Curriculum vitae

— A list of personal details

P.T.O.

- (v) Agenda is :
- (a) Electronic mail
 - (b) An outline of meeting
 - (c) Brief description of factual things
 - (d) A list of personal details
- (vi) A press-release is better known today as :
- (a) Public relations
 - (b) Publicity
 - (c) Advertising
 - (d) News release
- (vii) Which of the following in *not* applicable to notice ?
- (a) Usually short
 - (b) Clear content
 - (c) Public place
 - (d) Large
- (viii) Find out the odd one from the following :
- (a) Agenda
 - (b) Minutes
 - (c) Speech
 - (d) Notices
- (ix) What are the types of Report ?
- (a) Newspaper Report
 - (b) Official Report
 - (c) Research Report
 - (d) All of these
- (x) E-mail is :
- (a) An outline of meeting
 - (b) Electronic mail
 - (c) A list of personal details
 - (d) Brief description of factual things

Theory

2. Prepare a curriculum vitae for the post of a clerk.

10

Or

How to write an effective E-mail ?

3. Prepare an agenda for your annual college gathering. 10

Or

Consider that you are a principal of your college. It is a time of Diwali vacation. Prepare a notice for the students.

4. Write short notes on any *two* of the following : 10

- (i) Report
- (ii) Agenda
- (iii) Curriculum vitae
- (iv) Notice.