

(i) Printed Pages: 2

Roll No.

(ii) Questions : 7

Sub. Code :

0	5	6	6
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Exam. Code :

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B.A./B.Sc. (General) 6th Semester

(2042)

FUNCTIONAL ENGLISH

Paper : Office Communication for Business

Time Allowed : Three Hours]

[Maximum Marks : 45

Note :— (1) Attempt **FIVE** questions in all.

(2) All questions carry equal marks.

1. Write a CV for the post of an Export Manager.
2. Prepare a circular asking all heads of the divisions to make a report for the next meeting to minimize the negative impact as the company would not be able to pay one month's salary as bonus to the employees.
3. How do recommendations differ from conclusions ? What purpose to they serve in a report ? If recommendations are that important shouldn't they be given in the beginning of the report ? Give justification for your answer.
4. Write a sales letter to promote the sale of a newly published Functional English book among college teachers.

5. Discuss the elements of persuasive communication.
6. Write short notes on any **three** of the following :—
- (a) Cultural barriers in communication
 - (b) Teleconferencing
 - (c) Importance of planning in presentation
 - (d) Important points for sending quotations
 - (e) Email Jargon.
7. Write in (20-30 words) on the following terms or abbreviations (Any **nine**) :—
- (a) Invoice
 - (b) Copyright
 - (c) GST
 - (d) IPR
 - (e) Debit
 - (f) Bill of Lading
 - (g) Letter of Credit
 - (h) Minutes of the Meeting
 - (i) Grapevine
 - (j) Lease
 - (k) Bull market
 - (l) Mutual Funds
 - (m) Write Off.