

Seat No.:.....

No. of Printed Pages: 02

(76 & A-34)

**SARDAR PATEL UNIVERSITY**

BA SEM-VI (Under CBCS)

EXAMINATION APRIL -2018

Friday, 06<sup>th</sup> April

02.00Pm to 05.00pm

UA06EENG24: FUNCTIONAL ENGLISH-X

Note: i) Attempt all questions.

ii) Figures to the right indicate marks.

Total Marks: 70

Que: 1 Define the term ESP and write a detailed note on it. (20)

OR

Que: 1 Write a detailed note on power point presentation.

Que: 2 Write short notes on ANY TWO of the followings: (20)

- A) Parts of letter.
- B) Do and Don'ts of interview.
- C) Seven C's of business letter writing.
- D) Types of interview.

Que: 3 Answer ANY TWO of the followings: (20)

- (A) Write a suitable order letter for purchasing the product of your choice.
- (B) A new android phone company requires a sales person who can sale the android phones in the market. Write a relevant resume.
- (C) Ujas Power Sales, Anand has received a complaint letter from Raj Electronics, Baroda to whom they have supplied 500 bulbs. Write a letter of adjustment.
- (D) On behalf of Naresh Stationary Center cancel an order for 50 dozen notebooks to Mahesh Notebook Manufacturing, Ltd. For delay in the execution of the order.

1

(PTO)

Que: 4 (A) Match words in 'A' with their synonyms in 'B'. (ANY FIVE)

(05)

A \_\_\_\_\_ B

- |           |             |
|-----------|-------------|
| 1) avoid  | A) provoke  |
| 2) brisk  | B) transfer |
| 3) dogma  | C) ignore   |
| 4) goad   | D) belief   |
| 5) shrewd | E) packed   |
| 6) convey | F) fast     |
| 7) dense  | G) careful  |

Que: 4 (B) Match words in 'A' with their antonyms in 'B'. (ANY FIVE)

(05)

A \_\_\_\_\_ B

- |              |               |
|--------------|---------------|
| 1) blunt     | A) free       |
| 2) top       | B) exit       |
| 3) imprison  | C) inaccurate |
| 4) entrance  | D) incapable  |
| 5) accurate  | E) ignorance  |
| 6) capable   | F) bottom     |
| 7) knowledge | G) sharp      |