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SARDAR PATEL UNIVERSITY
Bachelor of Arts(Semester 5) 2022-23
Functional English
Title: Job oriented course
UA05DENG22

Date: 18th November, 2022

Time: 10:00 a.m. To 01:00p.m

Day: Friday

Marks: 70

Note: 1. Attempt all questions.

2. Figures to the right indicate full marks.

Q-1 Explain in detail the method of presentation skill. (18)

OR

Q-1 Write notes on the following:

1. Face book as a social network service.
2. The History of Twitter

Q-2 Write notes on the following: (17)

1. Solicited and Unsolicited application
2. Write a note on the method of arranging a meeting.

OR

Q-2 Write notes on the following:

1. Friendster as a social networking site
2. Orkut

Q-3 Attempt any two of the following: (17)

1. Draft an application for the post of a higher secondary school teacher in the subject of English.
2. Draft a notice with agenda for an annual NSS camp meeting of your college.
3. Draft a Welcome speech on behalf of a manager on the occasion of a meeting

Q-4 (A) Draft an unsolicited application for the post of an accountant in a private firm. (08)

OR

(A) What is an Agenda? Give an example of Agenda.

(B) Match words in A with their synonyms in B: Any five (05)

A

B

1. Abbreviation
2. Cavity
3. Boast
4. Cabin
5. Edition
6. Ancient

1. Hollow
2. Crow
3. Cottage
4. Old
5. Compression
6. Version

(C) Match words in A with their Antonyms in B: (05)

A

B

1. Credit
2. Victory
3. Despair
4. Beautiful
5. Agree
6. Incredible

1. Ugly
2. Blame
3. Defeat
4. Hope
5. Credible
6. Debit

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