

[A-73]

SARDAR PATEL UNIVERSITY
TYBA Examination (VI Semester) 2015-16
Subject / Course Code: UA06EENG24
Sub: Functional English (Paper: X)

Date: 05 April, 2016

Total Marks: 70

Day: Tuesday

Time: 02.30 pm to 5.30 pm

- Notes:** 1. Attempt all the questions
2. Figures to right indicate full marks.

Q 1 *A job interview is not a test of your knowledge but of your ability to use it at the right time.* Explain the Do's and Don'ts of Interview Skills in the light of the given quotation.

OR (20)

Q 1 Discuss the key features of English for Specific Purpose in detail.

Q 2 Write short notes on **ANY TWO** of the following: (20)

1. Steps involved in planning a presentation
2. Types of an interview
3. 7 C's of Effective Business Message Writing
4. Standard parts of a Business Letter

Q 3 Answer **ANY TWO** of the following (20)

1. As a student, you want to purchase a laptop for your personal use. Write a letter of inquiry asking for price, configuration, discount, mode of payment and terms and conditions to Unitech Technologies, Station Road, Ahmedabad.
2. Foremost Sales Corporation, Jamnagar has received a complaint letter from Petty Engineering Company Limited, Surat to whom they have supplied 150 smart phones. Write a letter of adjustment.
3. Draft a resume for the post of a Sales Executive. State the educational qualification, experience and expected salary.

(PTO)

4. Your company has placed an order to buy five Tea-Coffee Vending Machines from a reputed company. However, the company has not dispatched the machines nor has sent any reason for not sending the machines. On behalf of your company, write a letter to the manufacturers inquiring about the reason for not sending the machines and state the inconvenience faced by your company.

Q 4 (A) Match the synonyms from column A with column B. (Any Five)

(05)

Column A

1. avoid
2. eager
3. lucid
4. tough
5. feud
6. dwindle
7. apathetic

Column B

1. understandable
2. lifeless
3. diminish
4. dispute
5. shun
6. aggressive
7. earnest

Q 4 (B) Match the antonyms from column A with column B. (Any Five)

(05)

Column A

1. peace
2. wax
3. borrow
4. frank
5. voluntary
6. noisy
7. forelegs

Column B

1. lend
2. quiet
3. compulsory
4. war
5. hind legs
6. secretive
7. wane
