

Seat No.: _____

No of printed pages: 01

[9/A-6]

SARDAR PATEL UNIVERSITY
TYBA (Semester VI) (CBSC-NC Examination)
Tuesday, October 13, 2020
03:00 pm - 05:00 pm
UA06EENG24
Functional English X

Total Marks: 70

Notes:

1. Figures to the right indicate full marks.
2. Mention clearly the option you attempt.

Q 1 Write a detailed note on the following questions. (ANY TWO) (40)

1. Discuss the essentials of letter writing (7C's) with the relevant examples.
2. Write a detailed note on the importance of verbal and non-verbal communication an effective interview.
3. Explain the significance of English for specific purposes.
4. Write a detailed note on the preparation required for an effective power point presentation.

Q 2 Write short notes on the following. (ANY TWO) (30)

1. Write a letter of inquiry for a smart phone asking for price, configuration, discount and terms and conditions.
2. Solar Sales, Morbi has approved the quotation sent by Ahmedabad City Mall, Ahmedabad. They wish to place an order with them. On their behalf, write a letter confirming the order for 50 sets of kitchenware.
3. Magical Mart, Bhurach has received the order for uniform material from Verywell Tailors, Vadodara. Write a letter informing them the execution, stating all the necessary details.
4. A computer teaching institute is in need of a computer programmer. Draft a resume stating the personal details, educational qualifications, experience and expected salary.
