

SEAT No. _____

No. of Printed Pages : 2

[A-47]

SARDAR PATEL UNIVERSITY
TYBCom (External) EXAMINATION
Friday, 27 April 2018
Time: 02:00 pm to 5:00 pm
English and Business Communication-III
EN-303

- Note: 1. Figures to the right indicate full marks to the questions concerned.
2. Your answers must be precise.
3. Maximum Marks: 100

- Q-1. Attempt the following: (20)
a. Give a detailed account of Krishna's life at Albert Mission College.
b. Draw a character sketch of the Village Head Master. What are his views on Education?

OR

- Q-1. Attempt the following: (20)
a. What do you know about Susila? How did she help Krishna with the household responsibilities?
b. Comment on the end of the novel *The English Teacher*.

- Q-2 (A) Write a note on any one of the following: (08)

1. The arrival of Susila and Leela by train in the beginning of the novel
2. Krishna's communion with the spirit of Susila

- (B) Write notes on: (12)
1. Email as a modern means of communicating
2. Videoconferencing

OR

- Q-2 (A) Write a note on any one of the following: (08)

1. Krishna's life after his wife Susila's death.
2. The prophesy of the school head master's astrologer and its effect on him

- (B) Write notes on: (12)
1. The importance of facial expressions and gestures in Kinesics
2. Paralanguage

[P.T.O.]

①

Q-3 The workers of Aadil Company Ltd have threatened to go on strike if their demands are not granted. As the Secretary of the Company you have been asked to investigate the probable causes of dissatisfaction among the workers and to suggest suitable recommendations to improve the situation. Draft the report for submission to the Board of Directors. (20)

OR

Q-3 The Board of Directors have appointed a Committee to look into the reasons for the decline in the sales of plastic goods manufactured by their Company, and to offer recommendations to boost the sales. Draft the report of the Committee. (20)

Q-4 A Senior Officer from your organization is retiring. As the Manager, you have been asked to address the gathering on the occasion of his farewell function. Draft the speech you would deliver on the occasion. (20)

OR

Q-4 Write for publication in a newspaper a report on **any one** of the following: (20)
1. A recent road mishap
2. The conviction of a celebrity

Q-5 Draft the Notice, Agenda and Minutes of the Statutory Meeting of Manali Co. Ltd, Surendranagar. (20)

OR

Q-5 Draft a letter to promote the sales of **any one** of the following: (20)
1. Books on a variety of subjects
2. A digital camera with unique features