

7. Write a letter of complaint regarding insurance policy.

Or

How to make business letters more effective ?

10

Unit IV

8. Write an application for the post of a personal secretary to the managing director of a firm and Curriculum Vitae.

Or

You are Anil, living at 39, Model Town, Karnal. You decide to hold a dinner party for your wedding anniversary. Write an invitation letter to your friend.

10

9. Write an application for the post of a medical representative and resume.

Roll No.

Exam Code : M-21

Subject Code—52196

B. A. EXAMINATION

(Main) (Batch 2018 Onwards)

(Fifth Semester)

FUNCTIONAL ENGLISH (Optional)

ENGE-301 Paper A

Communicative and Writing Skills

Time : 3 Hours

Maximum Marks : 60

Note : Attempt *Five* questions in all. Q. No. 1 is compulsory. Remaining all questions carry equal marks.

1. (a) What is central idea of “On His Blindness” ?
- (b) Write a note on Ulysses.
- (c) What is the theme of “Dover Beach” ?
- (d) What is the theme of the poem “Kubla Khan” ?

- (e) Write some abbreviations used in business correspondence.
- (f) What are the basic parts of a Business Letter ?
- (g) Write a brief note on Resume.
- (h) Write a note on Scanning and Faxing.
- (i) What is the message of 'Rabbi Ben Ezra' ?
- (j) Why did the Duke want to remarry ?

10×2=20

Unit I

2. What is the theme of "Ode on Grecian Urn" ?

Or

What is the theme of "Ode to the West Wind" ?

10

3. What is Wordsworth's view of Nature in 'Tintern Abbey' ?

Or

Evaluate the poem "My Last Duchess" as a dramatic monologue.

10

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Unit II

4. Write a letter to your boss requesting him for an increase in salary.

Or

Write a letter of condolence to a business associate of yours, condoling with him over the death of his mother.

10

5. You want to send some goods from Panipat to Bombay. Write a letter to a goods transport company, asking for their freight rates.

Or

Write a letter to your Bank requesting for extension of the period of repayment of loan due to Corona.

10

Unit III

6. Write a note on Fax and Scanning.

Or

Write a note on Faxing.

10

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P.T.O.

Or

You are Salim Ali of Meerut. In response to a newspaper advertisement, write a letter to the personnel manager of New Delhi Engineering Pvt. Ltd., applying for the post of an assistant engineer in the company. Also prepare a resume to be enclosed in your letter. **10**

Or

You are Salim Ali of Meerut. In response to a newspaper advertisement, write a letter to the personnel manager of New Delhi Engineering Pvt. Ltd., applying for the post of an assistant engineer in the company. Also prepare a resume to be enclosed in your letter. **10**