

- (c) Give the complete word of the following abbreviations : **3**

- (i) C.O.D.
- (ii) F.O.R.
- (iii) P.P.

4. Attempt any *three* questions of the following :

- (a) Write an application for the post of an Accounts Clerk.
- (b) Write a letter from a retailer to a wholesaler complaining about poor quality of goods supplied.
- (c) Write a letter to the manager of a factory asking permission for a party to visit the factory.
- (d) Write a letter to the manager of a hotel requesting for a copy of tariff for Hotel accommodation.
- (e) Write a letter to complaint from the manufacturers to one of his agents regarding poor sales. **3×5=15**

Roll No.

Exam Code : M-21

Subject Code—52157

B. A. EXAMINATION

(B.A.-III) (General)

(Batch 2017) (Re-appear)

(Fifth Semester)

FUNCTIONAL ENGLISH

Paper V

Time : 3 Hours

Maximum Marks : 80

Note : All questions are compulsory.

1. Explain with reference to the context :

- (a) Listen! you hear the grating roar
Of pebbles which the waves draw back,
and fling,
At their return, up the high strand,
Begin, and cease, and then again begin,
With tremulous cadence slow, and bring
The eternal note of sadness in.

Or

When old age shall this generation waste,
Thou shalt remain, in midst of other woe
Than ours, a friend to man, to whom
Thou say'st,

"Beauty is truth, truth beauty,— that is
all

Ye know on earth, and all ye need to
know." $1 \times 10 = 10$

(b) Attempt any *two* questions of the
following : $2 \times 7\frac{1}{2} = 15$

- (i) What qualities of the west wind are glorified in Shelley's poem "Ode to the West Wind" ?
- (ii) What is the theme of the poem 'The Lotus Eaters' ?
- (iii) Discuss William Wordsworth's attitude towards nature in 'Tintern Abbey'.
- (iv) How can the poem 'Kubla Khan' be considered as a dream poem ?

(c) Write the critical summary of the poem
'Epistle to Dr. Arbuthnot'.

Or

Write the critical appreciation of the poem
'Ode to a Nightingale'. **15**

2. Write about the types of different business
letters.

Or

Define a business letter. Write about main
characteristics of a good business letter. **15**

3. Write short notes on the following : **4**

- (a) (i) Scanning letters
- (ii) Fax
- (b) Explain any *three* of the following
terms : **3**
 - (i) Advance Bill
 - (ii) Market Value
 - (iii) Balance Sheet
 - (iv) Deed
 - (v) Stock Exchange.