

B.A Semester - 4 (NEP-2020) Examination

March/April-2025

ENG: Functional English in Professional Settings (Minor-3)

Time: 2 Hours

Marks: 50

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate marks.

- Que.1 What is communication in business? How can it be effective? (10)
OR
- Que.1 Define communication and show the process how it takes place.
- Que.2 Which are the barriers in effective communication? (10)
OR
- Que.2 Write a detailed note on verbal and non-verbal communication.
- Que.3 How many types of business letters are there? Write a brief note on each. (10)
OR
- Que.3 What is an electronic mail? Describe a few etiquettes of a good email.
- Que.4 You are Mr. Kaushik Parmar. Prepare a resume for the post of an accountant. (10)
OR
- Que.4 You are Ms. Bansi Collector. Write a resume for the post of a translator.
- Que.5 Study the following advertisement closely and answer the questions below. (10)

Questions:

- 1) Describe the advertisement in briefly.
- 2) How many grades does the school have?
- 3) What is the address of the school?
- 4) What does the school guarantee?
- 5) Is the school recognised by the government?
