

Dr. Babasaheb Ambedkar Open University
Term End Examination June – 2017

Course	:	B.A. / B.Com. (B.D.P.)	Date	:	29-Jun-17
Subject Code	:	EEG-04	Time	:	03:00 to 06:00
Subject Name	:	English for Practical Purposes	Duration	:	03 Hours
			Max. Marks	:	70

- 1 Discuss the characteristics of scientific and Technical Writing. (15)
OR
What is Definition? Discuss the different types of Definitions?.
- 2 Describe the functions and structures of Abstract. (15)
OR
Write a note on face to face communication V/S Telephonic communication.
- 3 What is a report ? write a detailed note on types, style, structure and order of reports. (15)
OR
What are the basic Principles of correspondence? Discuss them in detail.
- 4 Write a letter of complaint to Airport authority about the inconvenience you faced. (15)
OR
What are agency letters & which types of letters are written to obtain and give an agency?
- 5 Write short notes on the following (any Two) (10)
1. Generalization
2. Greetings at the work place
3. Circular letters
4. Note Taking
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