

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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