

**Bharati Vidyapeeth  
(Deemed to be University), Pune  
School of Distance Education**

<b>Assignment No.</b>	<b>1</b>	<b>Name of the Assignment Setter:</b>		<b>Prof. M.P. Shaikh</b>	
<b>Course:</b>	<b>2018</b>	<b>Class:</b>	<b>M.A.</b>	<b>Semester:</b>	<b>II</b>
<b>Subject: ENGLISH FOR SPECIFIC PURPOSE</b>					
<b>Q.1)</b>	Attempt <b>ANY ONE</b> of the Following ( <b>1000 Words</b> )				<b>(10)</b>
	<b>a)</b>	<b>What are the basic principles of effective communication?</b>			
	<b>b)</b>	<b>What are the differences between General English and Business English?</b>			
<b>Q.2)</b>	Attempt <b>ANY TWO</b> of the Following ( <b>800 Words</b> )				<b>(10)</b>
	<b>a)</b>	<b>Draft the minutes of the Meeting of the members of Student Council of your college.</b>			
	<b>b)</b>	<b>Prepare a (Curriculum Vitae) CV for the post of Assistant Professor in English.</b>			
	<b>c)</b>	<b>Prepare an advertisement copy for Smart Phone.</b>			
	<b>d)</b>	<b>Narrate a memorable incident in your life and state its positive and negative impacts in your life.</b>			
<b>Q.3)</b>	Write Short Notes on ( <b>ANY TWO</b> )				<b>(10)</b>
	<b>a)</b>	<b>Basic concepts in 'English for Specific Purpose'</b>			
	<b>b)</b>	<b>Business letters</b>			
	<b>c)</b>	<b>Verbal communication and non-verbal communication</b>			
	<b>d)</b>	<b>Placing an order for the textbooks</b>			
<b>*****</b>					