

Subject : English Language-IV

Day : Monday
Date : 19/12/2016



Time : 02.00 PM TO 05.00 PM
Max Marks : 80 Total Pages : 1

N.B.

- 1) Attempt **ANY FIVE** questions from Section – **I** and **ANY TWO** questions from Section – **II**.
- 2) Answer to both the sections should be written in **SAME** answer book.
- 3) Figures to the right indicate **FULL** marks.

SECTION - I

- Q.1** What pre- requisites would you adopt to become a good conversationalist? **(10)**
- Q.2** Explain the following with a format: **(10)**
- a) Memo
 - b) Circular
- Q.3** What is Electronic mail and explain the basic e-mail netiquette? **(10)**
- Q.4** What is a report? Explain the different types of reports? **(10)**
- Q.5** What is negotiation? Discuss the various stages of negotiation. **(10)**
- Q.6** Explain the general rules for punctuation. **(10)**
- Q.7** Write short notes on **ANY TWO** of the following: **(10)**
- a) Notice
 - b) Presentation skills
 - c) Advertisement

SECTION - II

- Q.8** Draft a covering letter and quotation to “Relay” Company Ltd., Mumbai, offering a range of your products. **(15)**
- Q.9** Your institute had organized an “Industry Institute Partnership Summit”. Draft a report for the same. **(15)**
- Q.10** Prepare a circular to the employees of your organizations, informing them about ‘Independence Day Celebrations’. **(15)**

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