

Dr. Babasaheb Ambedkar Open University
Term End Examination January -2023

Course	: TY B.A	Date	: 03/02/2023
Subject Code	: ENGCOM-03	Time	: 03:45pm to 06:00pm
Subject Name	: Compulsory English	Duration	: 02.15 Hours
		Max. Marks	: 70

Q-1 What is the formal and Informal style of writing? **14**

OR

You're at a restaurant. You place an order, but everything goes wrong. The service is poor. The food, when it comes, isn't what you ordered. The waiter comes by and asks, "Is everything O.K.?" Write your response to the waiter and your complaints about restaurant and its services in approximately 20 lines.

Q-2 AS a secretary, write a suitable letter to the shareholder who has requested for the issue of a duplicate share certificate. **14**

OR

Address an email to the bank manager regarding the loss of your Credit card and take necessary steps to stop payments through that card immediately.

Q-3 You have come across a person who is from a totally different culture and new to your country and place. How would you feel? How would you help him? What would be your experience? **14**

OR

What is Curriculum Vitae? What could be the appropriate sequence of Curriculum Vitae?

Q-4 You are planning to hold a meeting to organize a visit to 'The Institute of Chartered Accountants of India' (ICAI), New Delhi for all the students. **14**

OR

Draft the minutes of the monthly executive committee meeting of your cooperative society at which, among other things, the following items were on the agenda: a. To consider the proposal for increase the loan amount. b. To consider the need for acquiring a permanent structure for the society.

Q-5 **Short notes (Any two out of five)** **14**

1. What are the similarities between Academic writing and Official writing?
2. Explain structure of the Paragraph in detail.
3. What are the steps to write a book review? Explain.
4. Define steps of Movie Review.
5. How to develop an effective meeting agenda systematically? Explain.
