

Dr. Babasaheb Ambedkar Open University
Term End Examination July – 2023

Course	: TY B.A	Date	: 13/07/2023
Subject Code	: ENGC0M-03	Time	: 03:45pm to 06:00pm
Subject Name	: Compulsory English	Duration	: 02.15 Hours
		Max. Marks	: 70

Q-1. How to remove the fear of starting a conversation? What are the features of one to one conversation? **14**

OR

Write down the types of conjunctions with examples. Elaborate the subordinating conjunctions and their types with examples.

Q-2. Describe the process of preparing the précis. Mention the do`s and don`ts of précis-writing. **14**

OR

Describe in your own words about the women empowerment activities at Government Engineering College of Ahmedabad.

Q-3. Write an application for the post of Assistant Professor in English with the cover letter and curriculum vitae at the Arts and Commerce College of Gandhinagar. **14**

OR

How to develop an Agenda of the meeting?

Q-4. Explain the various kinds of banking letters. **14**

OR

Elaborate in detail the tactics of emailing and professional email writing skill.

Q-5. Write short notes on (Any Two) **14**

1. Describe the secretariat correspondence in brief.
2. Do`s and Don`ts of academic writing
3. The features of official (professional) writing
4. Major techniques to organize the content
5. A paragraph on ‘Plants are important to us’
