# P54/BIB101/EE/20160518

**Time : 3 Hours** **Marks : 80**

**Instructions :**

1. All Questions are Compulsory.
2. Each Sub-question carry 5 marks.
3. Each Sub-question should be answered between 75 to 100 words. Write every questions answer on separate page.
4. Question paper of 80 Marks, it will be converted in to your programme structure marks.

1. Solve any **four** sub-questions.

   a) Give any five uses of Thesaurus. 5

   b) Explain shortly the 4C's of effective letter writing. 5

   c) Write a short paragraph on: 'Need for nutritions food'. 5

   d) Explain briefly the types of printed stationery. 5

   e) A tourist company wants to enquire about your hotel. As a manager give reply through letter. 5

2. Solve any **four** sub-questions.

   a) Write a short note on preparing notes. 5

   b) Explain briefly the components of agenda. 5

   c) Give the types of noun with examples. 5

   d) Explain 'You-view' point. 5

   e) Give any five uses of colon. 5

3. Solve any **four** sub-questions.

a) Give the types of pronoun with correct examples. 5

b) Write a note on omission of articles. 5

c) Explain briefly the important parts of a business letter. 5

d) Explain the styles of writing reflecting different moods. 5

e) Give the types of adjectives with examples. 5

4. Solve any **four** sub-questions.

a) Give any five types of tenses with correct examples. 5

b) Place an order for 15 vacuum cleaners for your firm. Write a letter. 5

c) Explain briefly the basic tenets of composing business messages. 5

d) Give any five uses of indefinite articles. 5

e) Write the meaning of the idiom and phrase given below and use them in your own sentences.

i) Talked over

ii) Draw the line 5

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