

Roll No. ....

Total Pages : 4

GSQ/D-20

**978-RE**

**FUNCTIONAL ENGLISH**

Time Allowed : 3 Hours]

[Maximum Marks : 80

**Note** : All questions are compulsory.

1. (a) Explain with reference to the context :

His state

Is kingly : thousands at his bidding speed  
And post o'er land and ocean without rest :  
They also serve who only stand and wait.

Or

The sea of failk

Was once, too, at the full and round earth's phore  
Lay like the folds of a bright girdle furled :  
But now I only hear

Its melancholy, long, with drawing roar. 10

- (b) Write short answers in about 60 to 80 words on any  
**two** of the following questions :  $7\frac{1}{2}+7\frac{1}{2}=15$

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**P. T. O.**

- (i) Discuss the imagery in “Epistle to Dr. Arbuthnot”.
  - (ii) Discuss Wordsworth’s love of nature as reflected in “Tintern Abbey”.
  - (iii) How is the wind both destructive and preserver in ‘Ode to the West Wind’?
  - (iv) Discuss the sufferings of the mariners in ‘The Lotus-Eaters’.
- (c) Attempt a critical appreciation of “Ode on a grecian Urn”.

Or

‘The Last Ride Together’ is an excellent dramatic monologue. Elaborate. 15

2. Give in detail the elements which constitute the structure of a business letter showing its format of writing.

Or

What is a Business letter? Discuss the importance of Business letter in the professional world. 15

3. (a) Explain any **three** of the following : 3+3+4=10
- (i) Dead Account
  - (ii) MOU
  - (iii) Fiscal Policy
  - (iv) Recurring Deposit.
- (b) Write full forms of any three of the following :
- (i) GPF
  - (ii) GDP
  - (iii) PSU
  - (iv) CBDT.
- (c) (i) What is the difference between scanning and faxing a document?
- (ii) What is the use of scanning letter and faxes in the offices? Briefly answer.
4. Answer any **three** of the following : 3×5=15
- (a) Give an order of 100 bicycles to Atlas Company and ask for festival discount on your purchase.
  - (b) Write a letter to Voltas India Ltd. Bangalore, asking for the latest catalogue of air-conditioners

and stating that you propose to stock air-conditioners for sale. Also ask for their best trade terms and conditions.

- (c) Write a Resume for the post of a Marketing Executive in a reputed company.
- (d) You are a Car dealer. You want to expand your dealership to commercial vehicles. Write a letter to your banker seeking a cash credit facility.
- (e) Write a letter to the Manager of Taj Hotel, Mumbai asking him to reserve a room of single bed from 11.08.21 to 15.08.21.