

## FY MBA (O) Semester-2 Examination

CC

Time : 2-30 Hours]

April-2024

[Max. Marks : 70]

**Q.1(a)** Discuss the essentials of a business letter.**07****Q.1(b)** Write and explain the parts of a business letter.**07****Q.2(a)** Write a quotation on behalf of Madhav Stationary to Navneet Education Ltd. for the enquiry of notebook products.**07****OR****Q.2(a)** Explain the guidelines of framing a Tender notice.**07****Q.2(b)** Write a letter to the concerned firm asking them to cancel your order due to excess delay.**07****Q.3(a)** Write an informal letter to your colleague, informing him to prepare a presentation for the conference.**07****Q.3(b)** Draft an e-mail congratulating your brother who won the debate competition at Youth Festival 2024.**07****Q.4(a)** Write the phonetic transcription of the following words: **(Any Five)**

- i) School
- ii) Light
- iii) Cut
- iv) Heat
- v) Leisure
- vi) Spoon
- vii) Father

**05****Q.4(b)** Write the meaning of the following idioms/phrases and frame sentences: **(Any Five)**

- i) Cut corners
- ii) Go with the flow
- iii) Look on the bright side
- iv) Under the weather
- v) Rule of thumb
- vi) Meet your expectations
- vii) Silver bullet

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**Q.4(c)** Write down the synonyms of the following words: **(Any Four)** 04

- i) Begin
- ii) Decide
- iii) Explain
- iv) Fast
- v) Receive

**Q.5(a)** Answer in brief: **(any three)** 06

- i) What was the original purpose of Gulliver's voyage?
- ii) How does Gulliver come to arrive at Lilliput?
- iii) How do the Lilliputians manage to capture Gulliver.
- iv) What tricks did Gulliver perform for his spectators?

**Q.5(b)** Write brief notes: **(any two)** 08

- i) Gulliver's escape from Brobdingnag
- ii) The character sketch of Gulliver
- iii) Gulliver's experience on the land of Laputa

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