

Roll No.

Total Pages : 03

GSQ/M-20

1674

FUNCTIONAL ENGLISH

Time : Three Hours]

[Maximum Marks : 60

Unit I

Note : Attempt any *Two* questions.

1. What is the significance of reading reports from business and financial papers ?
2. 'The Performance Reports of a company should be credible and honest.' Justify.
3. Draft a sample report of any online store's business achievements for its employees.
4. What are the main features of a good report ? Describe.
2×7½=15

Unit II

5. Elaborate the concept and guidelines for summarization of the main idea of business reports.
6. Explain the following Business Terms :
Consumer Behaviour, Subsidiary, Subsidy, Warranty.
2×7½=15

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Unit III

7. Write an essay on any *one* of the following topics :
- (i) India as a Start-up Nation
 - (ii) Importance of Career Planning
 - (iii) Internet Maturity
 - (iv) Rise of India as a Global Power
 - (v) Manage Your Life. **1×15=15**

Unit IV

8. Make a Precis of the following passage and suggest a suitable title as well :

“Many years ago, in ancient India, a Maharajah wanted to build a great tribute to his wife as a sign of his deep love and affection for her. This man wanted to create a structure the likes of which the world had never seen, one that would shimmer across the moonlit sky, one that people would admire for centuries to come. So every day, block by block, his workers toiled in the hot sun. Everyday this structure started to look a little more defined, a little more like a monument, a little more like a beacon of love against the azure blue Indian sky. Finally, after twenty-two years of daily, gradual progress, this palace of pure marble was complete. Guess what I’m speaking of?”

“I have no idea.” “The Taj Mahal, One of the seven wonders of the world.” Julian replied. “My point is simple.

Everyone on this planet is a wonder of this world. Every one of us is a hero in some way or another. Everyone of us has the potential for extraordinary achievement, happiness and lasting fulfillment. All it takes are small steps in the direction of our dreams. Like the Taj Mahal, a life overflowing with wonders is built day by day, block by block.

Small victories lead to large victories. Tiny, incremental changes and improvements such as those I have suggested will create positive habits. Positive habits will create results. And results will inspire you towards greater personal change. Begin to live each day as if it was your last. Starting today, learn more, laugh more and do what you truly love to do. Do not be denied your destiny. For what lies behind you and what lies in front of you matters little when compared to what lies within you.”

1×15=15