

**M. A. (ENGLISH)/ M.A. ECONOMICS /M.SC. MICRO. /M. COM.  
//M.SC. COMP. SCIENCE/ M..SC. ANALYTICAL CHEMISTRY/  
M.SC. ORGANIC / M.SC. INORGANIC SEM - I (CHOICE BASED  
CREDIT AND GRADE SYSTEMS) EXTRA CREDIT (2012  
COURSE) : SUMMER - 2018**

**SUBJECT : ENGLISH FOR SPECIFIC PURPOSES**

Day : **Wednesday**  
Date : **02/05/2018**

**S-2018-0934**

Time : **03.00 PM TO 06.00 PM**  
Max. Marks : 60

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**N.B.:**

- 1) All questions are **COMPULSORY**.
  - 2) Figures to the right indicate **FULL** marks.
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**Q.1** Attempt **ANY THREE** of the following: [15]

- a) What are the characteristics of ESP?
- b) Write a note on the principles of effective communication.
- c) Explain the importance of 'Science Association' in your Science faculty.
- d) Write a piece of telephonic conversation between two friends regarding the participation in 'Ganesh Festival'.

**Q.2** Attempt **ANY THREE** of the following: [15]

- a) Draft the minutes of the last meeting of the Board of Directors of Bharat Forge Ltd.
- b) What are important points in business report?
- c) Write any ten abbreviations commonly used in business communication.
- d) Write a note on the differences between General English and Business English.

**Q.3** Attempt **ANY THREE** of the following: [15]

- a) Bring out the difference between General English and English in Science and Technology.
- b) Describe the functioning of Air-condition.
- c) Prepare your CV/resume for the post of Personnel Manager in Crompton Grieves Ltd.
- d) Develop the idea 'Knowledge is Power'.

**Q.4** Attempt **ANY THREE** of the following: [15]

- a) Prepare the advertisement for New Year Calendar.
- b) Write your CV/resume for the post of Production Manager in Production Company.
- c) Prepare an advertisement for the electric product of your company.
- d) Explain the important steps involved in report writing.

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