

(A-23)

**SARDAR PATEL UNIVERSITY**

T.Y.B.A. Examination, 5<sup>th</sup> Semester

Thursday Date: 20<sup>th</sup> November, 2014

Session: Morning Time: 10:30a.m. To 01:30p.m.

Subject Code: UA05EENG23

Subject: Functional English- Paper-09

Course Title: Job-oriented

**Total Marks: 70**

- Note: 1. Attempt all the questions.  
2. Figures to the right indicate full marks.

**Q-1 Write notes on the following: (15)**

1. Facebook
2. Twitter

**OR**

**Q-1 Write a detailed notes on the following:**

1. Friendster
2. Orkut

**Q-2 (A) Write notes on any two of the following: (15)**

1. Procedure of meeting
2. Facsimile
3. Method of preparing a speech
4. Telex message

**(B) Attempt any two of the following: (10)**

1. Write a detailed note on the method of preparing an agenda with notice.
2. Explain solicited and unsolicited application.
3. Advantages and disadvantages of social networking media.

**Q-3(A) Draft an application for the post of a teacher in a higher secondary school in the subject of science. (10)**

**OR**

**(A) The Managing Director of Alpha Innovative Technologies Ltd., Pune, has arranged a meeting of the Regional Managers of Gujarat. On behalf of the Managing Director send a fax to all the regional managers of Gujarat.**

