[3569]-1

F. Y. B. Com. Examination - 2009

FUNCTIONAL ENGLISH

(COMPULSORY ENGLISH)

(Old 2004 Pattern)

Text Prescribed : *English for Practical Purposes*

Edited by : *Z. N. Patil*

B. S. Valke

Ashok Thorat

Z. N. Patil

Time : 3 Hours]   **[Max. Marks : 80**

Q.1) Read the following passage carefully and answer the questions given below :

The great advantage of early rising is the good start it gives us in our day's work. The early riser has done a large amount of hard work before other men have got out of bed. In the early morning his mind is fresh, and there are few sounds or other distractions, so the work done at the time is generally well done. In many cases early raiser also finds time to take some exercise in the fresh morning air, and this exercise supplies him with a fund of energy that will last until evening. By beginning so early, he knows that he has plenty of time to do thoroughly all the work he can be expected to do, and is not tempted to hurry over any part of it. All his work being finished in good time, he has a long interval of rest in the evening before the timely hour when he goes to bed. He gets to sleep several hours before midnight, at the time when sleep is most refreshing and after a sound night's rest rises early next morning in good health and spirits for the labours of a new day.

It is very plain that such a life as this is far more conducive to health than that of the man who shortens his waking hours by rising late, and

so can afford in the course of the day little leisure for necessary rest. Anyone who lies in bed late, must, if he wished to do a full day's work, go on working to a correspondingly late hour, and deny himself the hour or two of evening exercise that he ought to take for the benefit of his health. But, in spite of all his efforts, he will probably not produce as good results as the early riser, because he misses the best working hours of the day.

Questions :

(1) What is the passage about ? [02]

(2) When do we find our mind fresh ? [02]

(3) What is the advantage of rising early ? [02]

(4) Why is the work done in the early morning well done ? [02]

(5) Why is the early raiser not tempted to hurry over his day's work ? [02]

(6) What enables the early riser to go to bed at the proper time ? [02]

(7) Why is the late riser unable to do his work properly ? [02]

(8) Make verbs of the following : [01]

    (a) riser

    (b) produce

Q.2) (A) Give short responses to the following : **(Any Six)** [12]

    (1) Write a formal expression to introduce yourself.

    (2) How will you greet your friend in the morning ?

    (3) Make a formal request for a glass of water.

    (4) How will you invite your teacher for your birthday party ?

    (5) You were not able to attend your friend's wedding. How will you apologize ?

    (6) "India needs a dictator." Disagree with this remark.

    (7) "You look extremely beautiful in this dress." Respond to this compliment.

    (8) How will you suggest your friend to arrange a trip to Delhi ?

(B) Your friend meets you after a long time in Pune. You are delighted to see him/her. So is he/she. Write a dialogue based on this situation. **[08]**

Q.3) (A) Write an application letter with curriculum vitae for the post of a lecturer in English. **[10]**

(B) Last week you brought a refrigerator. You have some complaints about it. Write a letter of complaint to the dealer. **[10]**

Q.4) (A) You are the Secretary of the Science Association in your college. A meeting has been called for planning 'Science Exhibition'. Prepare an agenda for this meeting. **[10]**

OR

(A) You are the Secretary of the Student's Council. A meeting was called to discuss planning 'Youth Festival' in the college. Write minutes of this meeting. **[10]**

(B) Write a telegraphic message to your uncle greeting him on his birthday. **[05]**

(C) Write a newspaper report to the editor of a newspaper based on your visit to a flood affected area. **[10]**

OR

(C) You are manager of a hotel in town. The proprietor plans to start a new hotel in Pune. You are asked to make survey of sites. Write an investigative report to the Proprietor. **[10]**

_____