

TILAK MAHARASHTRA VIDYAPEETH

(Department of Distance Education)

F.Y. B.Com Home Assignment - May 2011-12

Subject : Functional English

Subject Code:- C-111

Instructions:

- 1) All questions carry equal marks (16 marks each)**
- 2) All questions are compulsory**

1. Explain the guidelines for writing good Curriculum Vitae.
2. Write a few skills of reading
3. Which are certain principles of Conversation?
4. What does a paragraph do and what are the characteristics of a good paragraph?
5. Which expressions are used to accept other people's opinion and tell them that you agree with them.
6. Explain pronouns and their types.