

December 2023
BA(SW)Re-Appear - I SEMESTER
Communicative English (BSW-103)

Time: 3 Hours

Max. Marks:75

- Instructions:**
1. It is compulsory to answer all the questions (1.5 marks each) of Part -A in short.
 2. Answer any four questions from Part -B in detail.
 3. Different sub-parts of a question are to be attempted adjacent to each other.

PART -A

- Q1 (a) Define Communication. (1.5)
 (b) Define proverbs with example. (1.5)
 (c) Draw a memo layout. (1.5)
 (d) Minutes of meeting (1.5)
 (e) Group discussion (1.5)
 (f) Circulars (1.5)
 (g) Define speech. (1.5)
 (h) I went _____ the store _____ my family. (preposition) (1.5)
 (i) Features of email writing. (1.5)
 (j) Differentiate between public speech and group discussion. (1.5)

PART -B

- Q2 (a) What are the different types of communication and why is communication so important? (10)
 (b) Explain in detail the features and functions of email. (5)
- Q3 (a) Discuss the importance of body language while participating in an interview. (5)
 (b) What is presentation? Explain the tips for making the presentation effective. (10)
- Q4 What are the different types of writing? Explain each in detail with example(s). (15)
- Q5 (a) Write a paragraph on your experience in the university in about 120 words. (5)
 (b) Write an essay on the importance of communication and grammar skill in about 180 words. (10)
- Q6 Draft a resume for your desired job profile in your dream company. (15)
- Q7 What is report writing? Explain in detail the important elements of report. (15)
