

B.A. (CBCS Pattern) Semester-III
BA12B-14 - Communicative English (Optional)

P. Pages : 2

Time : Two Hours



GUG/W/24/10064

Max. Marks : 50

1. a) Answer the following questions in about 75 words. 5

What is the purpose of skimming and scanning a reading matter?

OR

What are the bad reading habits?

- b) Answer the following questions in about 75 words. 5

Mention some common expressions used while introducing oneself?

OR

What are some common expressions used while leaving a conversation?

2. a) Answer the following questions in about 75 words. 5

Write a note on 'Minutes'.

OR

Write a note on 'Note-Making'.

- b) Answer the following questions in about 75 words. 5

What is a Newspaper report? Elaborate with examples.

OR

Write a brief note on formal report.

3. a) Answer **any two** of the following questions in about 50 words each. 8

i) What are the sub-skills of reading?

ii) What is an eye-span? How can one improve his/her eye-span?

iii) write a short note on 'Reading and comprehension'.

b) Answer **any two** of the following questions in about 50 words each. **8**

- i) Mention some expressions of introducing others.
- ii) Write down some common expressions used while greeting other people.
- iii) What are some common expressions of taking leave.

4. a) Answer **any two** of the following questions in about 50 words each. **8**

- i) Write a short note on preparing an 'Agenda'.
- ii) What are the qualities of a good notice?
- iii) Mention some types of 'minutes'.
- iv) Write a short note on 'meeting'.

b) Fill in the blanks choosing the correct word from brackets. **6**

- i) I got five----- reserved for Delhi (berths, bioths)
- ii) Upon his----- the house passed to his wife (disease, decease)
- iii) He----- his time (waist, wastes)
- iv) 'Nota bene' means----- (take notice, for and against)
- v) 'pro and con' means----- (without, for and against)
- vi) 'via' means----- (a way, a complete change)
