

B.A. (CBCS Pattern) Semester-V
BA25A1 - Compulsory English (Communicative English)

P. Pages : 2

Time : Three Hours



GUG/W/24/13001

Max. Marks : 80

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1. Answer the following questions in about 150 words each **any two.** **16**
- a) What is communication? Explain the Horizontal communication?
- b) Compare and contrast between downward and upward communication.
- c) Explain any four types of graphical representation.
2. Answer the following questions in about 150 words each **any two.** **16**
- a) What is an interview? What are the essentials and structure of an interview?
- b) Write a note on facing an interview techniques.
- c) What is presentation? Explain its guidelines.
3. Answer the following questions in about 150 words each **any two.** **16**
- a) What is meeting? What are the responsibilities of the chairman?
- b) What are the features of writing notices, drafting agendas and minuets?
- c) You are the principle of VMV College, Amravati. Prepare an agenda for a meeting with the head of the English Dept., and the Secretary and the treasurer of the college's Literary Association. The meeting has been called to discuss the venue, date, time, the event and the budget for the annual literary festival.
4. a) Change the degree of the following sentences **any four.** **4**
- i) Copper is more useful than most other metals. (Change into positive degree)
- ii) Akbar was one of the greatest kings. (Change into comparative degree)
- iii) James is Older than any other boy in the class. (Change into superlative degree)
- iv) This tree is older than any other tree in the garden. (Change into positive degree)
- v) Kashmir is more beautiful than any other place in India.
(Change into superlative degree)

- vi) The dictionary is better used than any other book in the library.
(Change into superlative degree)
- b) Change the narration of the following sentences **any three**. **6**
- i) "I don't believe you," She said to the boy.
- ii) "Come again at four", the manager said to me.
- iii) "When is the next train, John?", he asked.
- iv) Rohini exclaimed that the ice-cream was very delicious.
- v) "Clean the blackboard", the teacher said to me.
- c) Your sister lives in Amravati. She has stood first in the chess-competition. Compose an e-mail congratulating her. **10**

OR

You are Amit Kale living at Baloji Ward, Akola. The Continuous leaking of drain pipes in your ward is causing diseases and health complications for the residents. Email to the Municipal commissioner to take necessary actions regarding the same.

5. Answer the following questions in about one or two sentences each (**any six**). **12**
- i) What is communication?
- ii) What is horizontal communication?
- iii) What is Tree diagram?
- iv) What is an interview?
- v) What do we say at the beginning and at the end of the interview?
- vi) What is presentation?
- vii) Who prepares an agenda of meeting?
- viii) What is notice?
