

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

P. Pages : 3

Time : Three Hours



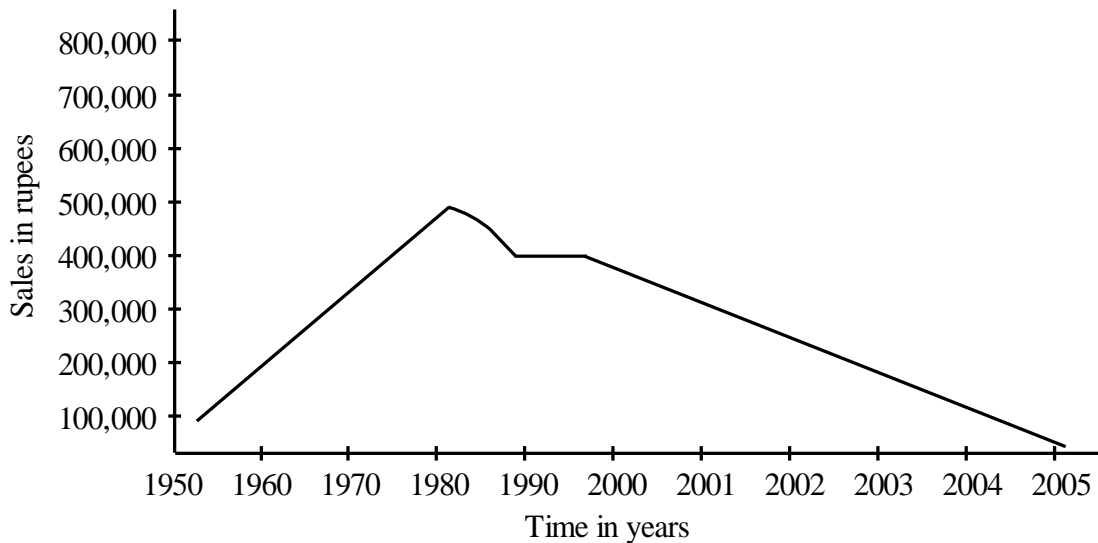
**GUG/W/24/13001(S)**

Max. Marks : 80

Notes : 1. All the questions are compulsory.

**1.** Answer **any two** of the following questions in about 150 words each. **16**

- i) What is communication and how is it important in our lives?
- ii) Describe downward communication. How does it help the organization to keep control on its employees?
- iii) The following line graph depicts the details of the growth and fall in a company's sales between 1950 to 2005 study the line graph and answer the questions given below.



Questions:

- i) How did the company do between 1950 and 1970?
- ii) Was there a brief fall in its sales between 1970 and 1980?
- iii) During which period did the company have maximum sales
- iv) In which year did the decline begin.

**2.** Answer **any two** of the following questions in about 150 words each. **16**

- i) What is a presentation? Describe different kinds of presentations.
- ii) Write a detailed note on techniques of facing an interview.
- iii) Which points will you keep in mind while preparing good visual aids in a presentation?

3. Answer **any two** of the following questions in about 150 words each. **16**
- i) You are the principal of the Arya college of Arts and science, Lucknow, prepare an agenda for a meeting with the head of the English department, and the treasurer of the college's literary association. The meeting has been called to discuss the venue, date, time, the events and the budget for the annual literary festival.
  - ii) Write a note on the special features of formal meetings.
  - iii) Write a detailed note on writing notices and its features.
4. a) Do as directed **any four**. **4**
- i) Mahesh is not so tall as Ramesh. (Change into comparative degree)
  - ii) Nagpur is bigger than most other cities in Vidharbha. (Change into positive degree)
  - iii) Smita is as beautiful as Kavita. (Change into comparative degree)
  - iv) Sagar is cleverer than any other boy in the class. (Change into superlative degree)
  - v) The Ganga is the largest river in India. (Change into positive degree)
  - vi) Tinu is intelligent than any other boys in the class. (Change into superlative degree)
- b) Change the narration **any three**. **6**
- i) She said, "The sun is hot".
  - ii) I said to Rohan, "Remove your Shoes".
  - iii) He said, "We all love our country".
  - iv) "Don't shout", said the teacher.
- c) Write an e-mail to your friend requesting him to attend your birthday party. **10**

**OR**

Write an e-mail to your class teacher for granting you two days leave due to viral infection.

5. Answer **any six** of the following questions in one or two lines. **12**
- i) Define Horizontal Communication.
  - ii) What is agenda?
  - iii) What is Pie chart?

- iv) Mention any two expressions of opening remarks while making a presentation.
- v) What is the purpose of a Bar chart?
- vi) State any two concluding expressions of presentation.
- vii) Who prepares the Agenda of a meeting?
- viii) Which direction of communication is called as an informal form of communication?
- ix) Which is the most important factor in finding a job of our choice?

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