

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

P. Pages : 1

Time : Two Hours



GUG/W/22/10064

Max. Marks : 50

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1. a) Answer the following questions in about 75 words. 5
What are the bad reading Habits?
OR
Mention the ways of becoming an effective reader.
- b) Answer the following questions in about 75 words. 5
What are some common expressions used while introducing others?
OR
Mention some common expressions used while taking leave.
2. a) Answer the following question in about 75 words. 5
How does 'Note-Making' help in improving comprehension while reading?
OR
Write a note on 'Agendas'.
- b) Answer the following question in about 75 words. 5
What is a Investigative Report.
OR
Write a newspaper report on the annual sports day of your college.
3. a) Answer **any two** of the following questions in about 50 words each: 8
i) What are the various ways of improving eye-spoon?
ii) How to survey the reading matter and identify the text type?
iii) Write a note on skimming and scanning the text.
- b) Answer **any two** of the following questions in about 50 words each. 8
i) What are some common expressions used while greetings?
ii) Mention some common expressions used for joining a conversation?
iii) Mention some expressions used while leaving a conversation.
4. a) Answer **any two** of the following questions in about 50 words each: 8
i) What are types of Minutes?
ii) What are the qualities of a good notice?
iii) Mention some guidelines for writing minutes.
- b) Fill in the blanks choosing the correct word from the bracket. 6
i) 'Nota bene' means----- (take notice, for and against)
ii) He made an-Iremake. (opposite, apposite) -----
iii) 'Good Evening Ladies and Gentlemen' is an example of ----- greeting.
(Formal, informal)
iv) -----must have a pleasing personality. (The Reporter, The Writer)
v) 'Via' means----- (a way, complete change)
vi) An essential feature of News is that it is----- (odd, new)
