

B.A. T.Y (CBCS Pattern) Sem-V
BA25A1 : Compulsory English (Communicative English)

P. Pages : 2

Time : Three Hours



GUG/W/22/13001

Max. Marks : 80

Notes : 1. All questions are compulsory.

- 1.** Answer **any two** of the following questions in about 150 words each. **16**
- What is communication? Describe upward communication in detail.
 - Write a detailed note on Grapevine Communication.
 - What is information Transfer? Describe any one kind of graphic representation in detail.
- 2.** Answer **any two** of the following questions in about 150 words each. **16**
- Describes the important points to be remembered while facing an interview.
 - You have applied for the post of assistant teacher in a private school and have been invited to attend the interview. Write five questions that you could be asked along with your possible answers.
 - What is presentation? Which points will you keep in your mind while planning your presentation?
- 3.** Answer **any two** of the following questions in about 150 words each. **16**
- Comment on the responsibilities of a person who conducts a meeting.
 - You are Sumit Gupta Secretary of Gujarati Cultural Association. Write the minutes of the meeting of the Board of Directors, held on 15 Aug. 2022 to discuss & plan the annual Navaratri Festival.
 - Write a short note on the points to be remembered while participating in a meeting.
- 4.** a) Change the degree of **any four** of the following sentences. **4**
- Sita is not as beautiful as Nita. (Change into Comparative degree)
 - Mahesh is the best singer in the school. (Change into positive degree)
 - Rakesh is stronger than any other boy in the class. (Change into Superlative degree)
 - This is the richest library in the city. (Change into positive degree)
 - No other book on grammar is as good as this. (Change into Superlative degree)
 - Birds do not fly as fast as airplane. (Change into comparative degree)

b) Change the narration **any three**.

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i) Ram Said, "I've bought a new motorcycle".

ii) She said to me, "What are you doing?"

iii) The king said, "Present the thief before me."

iv) "How hot!" he said.

c) Write an email to your friend living in Calcutta conveying him about your visit to Kolkata in the first week of Dec. 2022.

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OR

Your sister lives in Hyderabad. Write an email to her to convey about your new job.

5. Answer **any six** of the following questions in one or two lines.

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i) What is downward communication?

ii) Who conducts a formal meeting?

iii) Write any two points of the notice.

iv) What is a line graph?

v) What is an agenda?

vi) Mention any two expressions to be used while stating the purpose of the presentation.

vii) Which is the most important factor in getting a job of one's choice?

viii) What is a meeting?
