

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

P. Pages : 2

Time : Three Hours



**GUG/S/25/13001(S)**

Max. Marks : 80

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1. Answer **any two** of the following questions in about 150 words each. 16
- a) Compare and contrast between downward and upward communication.
  - b) What are different forms of information transfer?
  - c) What is communication? Explain horizontal communication.
2. Answer **any two** of the following questions in about 150 words each. 16
- a) What are the guidelines of presentation?
  - b) Write a note on interview skills and the presentation of an interview.
  - c) Imagine you are candidate for an interview seeking a job of high school teacher of English in Government college Gadchiroli. Write a dialogue between the candidate and the subject expert.
3. Answer **any two** of the following questions in about 150 words each. 16
- a) What is meeting? What are the responsibilities of the Chairman?
  - b) You are the secretary of the Bharat sport's club, Chandrapur. The meeting of the office bearers of the club is scheduled for the 15<sup>th</sup> of November 2023. Prepare an agenda for the meeting and draft the minutes in Prescribed format.
  - c) You are the principal of Pandit Nehru College Gadchiroli. Prepare an agenda for a meeting with the head of the English department and the secretary 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.
4. A) Change the degree of **any four** of the following sentences. 4
- a) Mr. Rajesh is one of the cleverest clerks in the office. (Change into positive degree)
  - b) No any country in the world is as rich as USA. (Change into comparative degree)
  - c) No other city in India is as polluted as Delhi. (change into superlative degree)
  - d) Sikkim is smaller than any other state in India. (change into positive degree)
  - e) Ram is not as tall as his brother. (change into comparative degree)
  - f) Madras is bigger than most other cities in India. (change into superlative degree)

B) Change the narration of **any three** of the following sentences.

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- a) The teacher said to the boy, "Have you done your homework?"
- b) He said, "I shall go to Mumbai, tomorrow".
- c) She said, "How lovely the house is!"
- d) "I've finished my work", said Gopal.
- e) "When is the next train, John?" He asked.

C) Write an e-mail to your friend thanking him|her for the birthday gift.

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**OR**

You are a hosteler. You are not getting quality food in your mess. E-mail to your warden complaining about your problem.

**5.** Answer **any six** of the following questions in about one or two sentences each.

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- a) What are the elements of communication?
- b) What are the medium of information transfer?
- c) What are the medium of interviews?
- d) What is presentation?
- e) What are the duties of the chairman?
- f) What is the importance of agenda?
- g) What is meeting?
- h) What is quorum?

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