

B.A. (CBCS Pattern) Semester-VI
BA36B-14 - Communicative English (Optional)

P. Pages : 2

Time : Two Hours



GUG/S/25/13431

Max. Marks : 50

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1. a) Answer **any one** of the following questions. **6**
- i) Write a detailed note on ‘conference’
- ii) What are the advantages of using the overhead projector?
- b) Answer **any one** of the following questions. **6**
- i) Discuss the purpose and organization of Group discussion.
- ii) Write a detailed note on body language and its various communicative aspects.
2. a) Answer **any one** of the following questions. **6**
- i) Elaborate the process of copy editing.
- ii) What are the guiding principles on the use of abbreviations?
- b) Answer **any one** of the following questions. **6**
- i) Explain what is meant by Entrepreneurship.
- ii) What factors affect the growth of entrepreneurship.
3. a) Answer **any two** of the following questions. **4**
- i) Write a short note on seminar.
- ii) What are the rules for a purposeful meeting?
- iii) Discuss the various audio-visual aids used in oral presentation.
- b) Answer **any two** of the following questions. **4**
- i) What role do Gestures and eye contact play in effective communication?
- ii) What are the different barriers to communication?
- iii) prepare a questionnaire for interviewing a famous sportsman.
4. a) Answer **any two** of the following questions. **4**
- i) Write a short note on ‘Cover – letters’.
- ii) Discuss in brief the use of the punctuation mark “Comma”.

iii) Write a note on 'Numerals'.

b) Answer **any two** of the following questions.

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i) List some characteristics of an entrepreneurial personality.

ii) Distinguish between an entrepreneur and a manager.

iii) Define entrepreneurship by slating the names of some Indian entrepreneurs.

5. a) Fill in the blank with appropriate option from the brackets.

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i) Positive gestures signifies ----- personality. (Negative, positive, plain)

ii) Is the purpose for sharing ideas, information and knowledge.
(Presentation, preparation of script, rehearse)

iii) Body language plays a significant role in ----- communication.
(Oral, effective, non-oral)

iv) A ----- is generally a fellowship meeting of a closely linked fraternal group.
(convention, seminar, conference)

v) A ----- is a miniature representation of something.
(video tape recorder, Audio-tape recorder model)

b) State whether the following statements are true or false:

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i) The abbreviation B.C stands for before Christ.

ii) The comma (,) is used to indicate the end of the sentence.

iii) There is difference between entrepreneur and a manager.

iv) The abbreviation O.K stand for all correct.

v) Entrepreneurship is a matter of heritage.
