

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

P. Pages : 2

Time : Three Hours



GUG/S/25/13001

Max. Marks : 80

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1. Answer **any two** of the following questions in about 150 words each. **16**
- i) What is a Downward Communication.
 - ii) Write a detailed note on Grapevine Communication.
 - iii) Explain any four types of Graphical Representation.
2. Answer **any two** of the following questions in about 150 words each. **16**
- i) Write a note on the Interviewing Techniques for an interviewer.
 - ii) What planning should we take while making a presentation?
 - iii) How should we prepare for an interview?
3. Answer **any two** of the following questions in about 150 words each. **16**
- i) As Sam Thomas, Secretary of the Press Club of India write a notice informing the club's members about its annual meeting scheduled to be held at Room No. 114, ND Hotel, Nagpur Road, Chandrapur on 6 November 2023 at 10:00 am. Also invite the members to lunch in the restaurant of the same hotel.
 - ii) What are the responsibilities of a chairperson of a formal meeting?
 - iii) Write a note on the special features of a formal meeting.
4. a) Change the degree of **any four** of the following sentences. **4**
- i) Rina is taller than Mariya. (Change into Positive Degree).
 - ii) Tiger is not as fast as cheetah. (Change into Comparative Degree).
 - iii) Asia is the largest continent in the World (Change into Positive Degree).
 - iv) Lotus is the most beautiful flower in the garden. (Change into Positive Degree).
 - v) Barfi is sweeter than Pedha. (Change into Positive Degree).
 - vi) No other metal is as precious as gold. (Change into Superlative Degree).

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

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- i) 'I am going to the store', said Sarah.
- ii) Suman said, 'I am busy now'.
- iii) I say, 'I am an honest man'.
- iv) Tom said that he would meet me at the library.

C) Write an email to your principle requesting permission to claim one day leave as you are feeling unwell and suffering from a fever.

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OR

Write an email to your junior colleague informing him of the approaching deadline for the completing the work allotted to him. Copy the mail to your manager.

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

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- i) Give some examples of non-verbal communication.
- ii) What is the long form of PPT?
- iii) What is a bar chart?
- iv) What is a meeting?
- v) In meeting, what is the AOB?
- vi) Who sends job-application to whom?
- vii) What is the minute of a meeting?
- viii) Where are the notices displayed on?
