

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

P. Pages : 2

Time : Three Hours

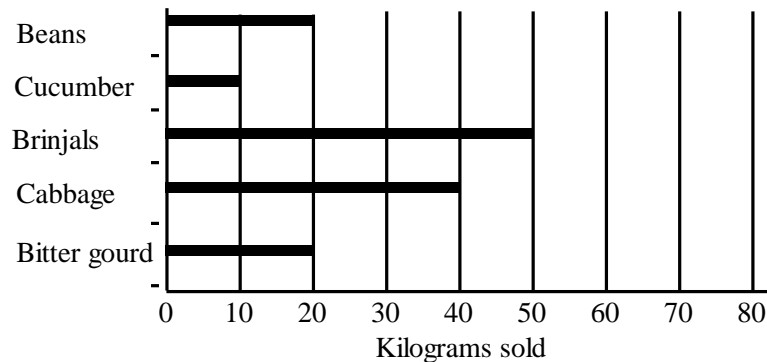


GUG/S/24/13001

Max. Marks : 80

1. Answer the following questions in about 150 words each **any two** out of three. **16**

- a) What is communication? Explain the upward communication.
- b) Explain any two types of graphic representation?
- c) Here is a bar chart that shows the weight in Kilograms of a day's sale in a local vegetable market. Study the bar chart and answer the following questions.



- i) How many kilograms were beans sold?
- ii) How many kilograms were brinjals sold?
- iii) Which two vegetables were sold in same quantity?
- iv) Which vegetables were sold in the lowest quantity?

2. Answer the following questions in about 150 words each **any two** of three. **16**

- a) Write a note on facing on interview techniques.
- b) Write a note on interviewing techniques
- c) What is presentation? Explain its guidelines?

3. Answer the following questions in about 150 words each **any two** of three. **16**

- a) What is meeting? What are the responsibilities of the chairman?
- b) You are Satish Kotkar, secretary of the Young Writer's Club, Chandrapur. The well known writer Hitendra Dhole has agreed to visit the club and interact with its members on 12 November 2023. Write a notice informing the members of the club about the date, time and venue of the function being organized to honour the writer.
- c) You are the principal of Dhanwate college, Kolhapur prepare an agenda for a meeting with the head of the English department and the secretary and the treasurer of the colleges 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) Do as directed **any four**. 4
- i) Nagpur is the greenest city of Vidarbha (Change into comparative degree)
 - ii) Ratan is taller than Ketan. (Change into positive degree)
 - iii) Vijay does not run as fast as Ajay.
(Change into comparative degree)
 - iv) The Ganga is longer than any other river in India.
(Change into superlative degree)
 - v) No other ocean in the world is as large as the Pacific.
(Change into comparative degree)
 - vi) Govind is more intelligent than most other boys in the class.
(Change into superlative degree)
- b) Change the narration of **any three** of the following. 6
- i) "I'm waiting for the bus", Said Komal.
 - ii) "Can you drive a car?" Said Raman.
 - iii) Akansha said, "I've done my homework".
 - iv) "What a beautiful picture it is!" said Mary.
 - v) Lalan said to Bhalan, "I broke the glass"
 - vi) Lata said that she would definitely come.
- c) Your father lives in Solapur you want to go for a tour compose an e-mail asking for the permission of your father. 10

OR

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

5. Answer the following questions in about one or two sentences each **any six**. 12
- i) What are the four types of communication?
 - ii) Give the two examples of downward communication.
 - iii) What kind of dress should be at the time of interview?
 - iv) Who chairs the meeting?
 - v) What is meant of minutes?
 - vi) What is meant of agenda?
 - vii) What do we say at the beginning of the interview?
 - viii) Where are notices displayed?
