

B.S.W. (CBCS Pattern) Semester-V  
**5BSW01 - Paper-I - English (Communicative)**

P. Pages : 2

Time : Three Hours



**GUG/W/24/13137**

Max. Marks : 80

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- Notes : 1. All questions are compulsory.  
2. All questions carry equal marks.

- 1. Answer **any two** of the following questions in about 150 words:- 16**
- i) Explain briefly the roles played by the different forms of communication that exist at work place.
  - ii) What does it mean by information transfer? Write the different types of graphical representation.
  - iii) What is communication? How is it important in our lives?
- 2. Answer **any two** of the following questions in about 150 words. 16**
- i) Write a note on interview skills and preparation of an Interview.
  - ii) What is Presentation? Explain its guidelines.
  - iii) How would you define visual aids, and what guidelines should be followed when using them effectively in presentation?
- 3. Answer **any two** of the following questions in about 150 words. 16**
- i) What is meant by meeting and what are the key responsibilities of a chairman during a meeting?
  - ii) Prepare notice for student about book exhibition.
  - iii) How would you describe the concepts of an agenda and minutes in the context of a meeting?
- 4. A) Change the degree **any four**. 8**
- i) Niraj is one of the best (Change into Comparative Degree)
  - ii) She is taller than her sister. (Change it into Positive Degree)
  - iii) Iron is heavler than any other metal. (Change into Superlative Degree)
  - iv) The USA is the richest country in the world. (Change into Positive Degree)
  - v) Ajay is as strong as Vijay. (Change into comparative Degree)
  - vi) Gold is more precious than any other metal. (Change into Superlative Degree)

B) Change the Narration: **any four**.

**8**

- i) 'I will be in Mumbai next week', he said.
- ii) 'Clean the blackboard', the teacher said to me.
- iii) He asked Priya "what are you doing?"
- iv) "Where do you live?" Asked the stranger.
- v) The officer said that some of the animals had been saved.
- vi) My father advised me to come home early.

5. A) Write an Email to your friend thanking him or her for the birthday gift.

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**OR**

Write an email to the owner of Regional Book Depot for placing an order for books in your college library.

B) Answer the following questions in one or two sentences:

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- i) What are the elements of communication?
- ii) What is a line graph?
- iii) What is the use of interview?
- iv) What is notice?

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