

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

P. Pages : 2

Time : Three Hours



GUG/S/23/13137

Max. Marks : 80

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

- 1.** Answer the following questions in about 150 words each **any two.** **16**
- i) What is Oral communication and written communication?
ii) What is communication and how it is important in our lives?
iii) What are line graphs? Explain with suitable examples?
- 2.** Answer the following questions in about 150 words **any two.** **16**
- i) Describe techniques of facing an interview.
ii) What is presentation? How will you plan your presentation?
iii) What precautions needs to be taken with respect to visual aids?
- 3.** Answer the following questions in about 150 words **any two.** **16**
- i) Explain in detail the important aspects of meeting and the responsibilities of a person who conducts it.
ii) You are the secretary of the Raj sports club in Nagpur. The meeting of the office-bearers of the club scheduled for the 12th of Jan. Prepare an agenda for the meeting and then draft the minutes of the meeting using the format of the given specimens.
iii) Write notes on Writing notices.
- 4.** a) Change the degrees of the following **any four.** **8**
- i) Shivaji was one of the greatest kings.
(change to positive degree)
ii) No other animal is as dangerous as the tiger.
(change to superlative degree)
iii) Gita is as beautiful as Sonali.
(Change to comparative degree)
iv) Kolkata is one of the most populated cities of India.
(change to comparative degree)
v) It is easier to learn English than to learn French.
(change to positive degree)

- vi) Rajesh is as strong as Amit.
(change to comparative degree)

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

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- i) “Who has taken my umbrella?” He said.
ii) “Come home early”, said my father.
iii) Anita said that it was very beautiful.
iv) Ravi said, “He was going to Pune”.
v) She said, “What do you want?”
vi) She said, “welcome”.

5. Compose an Email as per the guidelines given below.

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You are Amit Kumar, secretary, Meghe Group Housing society, Ravi Nagar. Nagpur. Prepare a notice and send it through e-mail to the resident advising them to store water for next two days due to leakage of pipeline.

OR

You are the Assistant Librarian at. Hislop college, Delhi, You want to buy some books from ‘central book world com’. Compose an E-mail to the manager inquiring about the availability of the books that you want to buy.

b) Answer the following questions in one or two lines each.

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- i) What is the aim of notice?
ii) What is communication?
iii) What is meeting?
iv) What is meant by minutes of meeting?
