

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

P. Pages : 2

Time : Three Hours



GUG/S/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 importance of communication and its different forms.
 - ii) Describe information Transfer with one example.
 - iii) Write on Upward and Grapevine communications.
- 2. Answer **any two** of the following questions in about 150 words. 16**
- i) How will you prepare for interview?
 - ii) Write in detail on the structuring of the contents of presentation.
 - iii) Write on the importance of visual aids and appropriate language in presentation.
- 3. Answer **any two** of the following questions in about 150 words. 16**
- i) Suppose you are asked to prepare notice for the students regarding the organization of essay competition. Prepare this kind of notice.
 - ii) Write in detail on the “Meeting”.
 - iii) Nilesh Varma is the secretary of Students Welfare Committee. He prepares the minutes of the meeting that was held on 20/10/2023. Prepare the minutes of this meeting.
- 4. A) Change the degree **any four**. 8**
- i) Fruits are the best sources of Vitamins (Change into positive degree).
 - ii) Akash is more active than Vikas. (Change into positive degree)
 - iii) Exercise is as important as healthy food. (Change into comparative degree).
 - iv) Library is one of the most peaceful places. (Change into positive degree).
 - v) No other place seems to be as beautiful as the hill station during the summer season. (Change into superlative degree).
 - vi) Use of visual aids are more effective than the use of chalk during presentation (Change into positive degree)

B) Change the narration **any four**.

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- i) The Boss said to employee, 'Work with the colleagues enthusiastically'.
- ii) "Who will be responsible for this failure!" The teacher said.
- iii) Pinal said to Manisha, "You are the group leader from today."
- iv) The Trainer said to the trainees, "This course is valuable for all the students."
- v) "What a enthralling sight this is?" exclaimed Kirti.
- vi) Chitra asked, "Is this your bag?"

5. A) How will you send the notice and agenda of the meeting through Email? Write the process.

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OR

Describe Email.

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

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- i) What is called decoder in communication?
- ii) What is meant by minutes of the meeting?
- iii) Name any two tools that are used in presentation
- iv) What is the use of "Draft" in Email?
