

B.F.D. (CBCS Pattern) Semester-II  
**Foundation Course 001 : English-II**

P. Pages : 1

Time : Three Hours



**GUG/W/24/10860**

Max. Marks : 40

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

1. Write in details objectives of communication. 8

**OR**

Write in details Oral and written communication.

2. Make a notes on concept of learning. 8

**OR**

Explain in details about memory techniques.

3. Imagine that your are the Sales Manager of Popular Book Depo, Central Avenue Nagpur. 8  
Write a letter to Oxford Publication. Delhi placing an order for books.

**OR**

Write an application to the principal of S. P. college Pune for the post of Assistant Professor.

4. What is report writing? What are the different types of reports. 8

**OR**

Give details on:

- i) Stages of reports.
- ii) How to write effective report writing.

5. Write short notes **any four**. 8

- i) Notices.
- ii) Minutes
- iii) Agenda
- iv) Counselling
- v) Psychological barriers.
- vi) Down word communication.

\*\*\*\*\*