

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

P. Pages : 1

Time : Three Hours



GUG/S/23/10860

Max. Marks : 40

1. Define the term communication. Describe objectives and methods of communication in detail. 8

OR

Describe verbal communication.

2. Explain in detail. 8
a) Learning
b) Memory Techniques.

OR

Write in detail about the written skills of 4C's.

3. Write a complaint letter to the Municipal Commissioner to take necessary actions regarding the unsanitary conditions in your colony are causing diseases for the residents. 8

OR

Write a letter to the post master about the non-delivery of a registered parcel.

4. Write stages of Report writing in detail. 8

OR

Write about the elements of reports in detail.

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

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|---------------|------------------------|
| i) Chart | ii) Memo |
| iii) Circular | iv) Graphics |
| v) Notices | vi) Oral Communication |
