

B.F.D. (CBCS Pattern) Sem-II
001-Paper-II (Foundation Course) : English-II

P. Pages : 1

Time : Three Hours



GUG/W/22/10860

Max. Marks : 40

Note : All questions are compulsory and carry equal marks.

1. Describe the barriers of communication in detail. 8

OR

Define briefly the types of oral communication and written communication. 8

2. a) Explain briefly the concept of learning. 4

b) Explain the concept of memory techniques. 4

OR

c) Explain the importance of 4C. 4

d) Define - story writing from pictures. 4

3. You are the sales manager of marina Book Dept. Station Road, Nagpur write a letter to Pustak Mahal, 13 Indira Road Pune, placing an order for books. 8

OR

Write a complaint letter to the post master about the non-delivery of a registered parcel. 8

4. Explain briefly the stages of report writing. 8

OR

Write in detail the elements of reports. 8

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

i) Charts

ii) Notices

iii) Barriers of communication

iv) Story writing from slides

v) Graphics

vi) Oral communication
