

B.A. (Part-III) New CBCS Pattern Semester-V  
**BA25A1 - Compulsory English (Communicative English)**

P. Pages : 2

Time : Three Hours



**GUG/W/23/13001**

Max. Marks : 80

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1. Answer **any two** of the following questions in about 150 words each. **16**
- a) What is communication? Explain upward communication.
  - b) Compare and contrast between horizontal and grapevine communication.
  - c) Describe any four types of graphic presentation.
2. Answer **any two** of the following questions in about 150 words each. **16**
- a) Write a note on interviewing techniques.
  - b) What is presentation? Explain its guidelines.
  - c) Write a note on interview and its technique.
3. Answer **any two** of the following questions in about 150 words each. **16**
- a) Write a note on special features of formal meetings.
  - b) What are the features of writing notices, drafting agendas and minutes?
  - c) You are Akash Gupta, secretary of Lion's Club, Gadchiroli. The well-known writer Arun Kolatkar has agreed to visit the club and interact with its members on 22 November 2023. Write a notice informing the members of the club about the date, time and venue of the function being organized to honor the writer.
4. A) Change the degree of **any four** of the following sentences. **4**
- i) The Hindu is one of the best newspapers. (Change into positive degree)
  - ii) Kolkata is not as beautiful as Mumbai (Change into comparative degree)
  - iii) No other boy in the class is as clever as Rajesh. (Change into superlative degree).
  - iv) Most of the kings are not as great as Akbar. (Change into comparative degree).
  - v) William Shakespeare is one of the greatest writers in English. (Change into positive degree)
- B) Change the narration of **any three** of the following sentences. **6**
- i) "I'll meet you again", she said to me.
  - ii) He said, "What a strange idea!".
  - iii) She said, "Did you call at my house last night"?
  - iv) "Please, lend me your umbrella," he said.
  - v) The nurse said, "How do you feel?"

vi) “What a wonderful time we’ve had!” she said.

- C) Your friend lives in Mumbai. He has stood first in the MPSC examination. Compose an email congratulating him. **10**

**OR**

You are a Librarian of Swami Vivekanand College, Ballarpur. You want to buy some books on English grammar. Compose an e-mail enquiring about the books.

- 5.** Answer the following questions in about one or two sentences each **any six.** **12**

- i) What are the elements of communication?
- ii) Write four forms of communication?
- iii) What is bar chart?
- iv) What is meant by information transfer?
- v) what do we say at the beginning and at the end-of interview?
- vi) Who prepares an agenda of meeting?
- vii) What are the minutes?
- viii) What are different kinds of presentation?

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