

B.A. (Part-II) CBCS Pattern Semester-III
BA12B-14 - Communicative English

P. Pages : 2

Time : Two Hours



GUG/W/23/10064

Max. Marks : 50

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1. a) Answer the following questions in about 75 words. 5

Write a short note on 'Reading and comprehension.'

OR

What are the bad reading habits?

- b) Answer the following questions in about 75 words. 5

What are some common expressions used while greetings?

OR

Mention some common expressions used while joining a conversation.

2. a) Answer the following questions in about 75 words. 5

Write a note on 'Notices'.

OR

Write a note on 'Note – making'.

- b) Answer the following questions in about 75 words. 5

Write a note on 'Report'.

OR

What is an Investigative report.

3. a) Answer **any two** of the following questions in about 50 words each. 8

i) Write a short note on resurveying the reading matter and identifying the text type.

ii) What are the various ways of improving eye- span?

iii) What is skimming?

- b) Answer **any two** of the following questions in about 50 words each. 8

i) What are some common expressions used while introducing self?

ii) Mention some common expressions used while taking leave.

iii) What are some common expressions used while leaving conversation?

4. a) Answer **any two** of the following questions in about 50 words each.

8

i) Why do we write notices?

ii) How is an agenda written?

iii) What are types of minutes?

iv) What are the essential skills required to make notes?

b) Fill in the blanks choosing the correct word from the bracket.

6

i) He ----- his time. (Wastes, waist).

ii) She removed the ----- from her face. (Vale, veil).

iii) He wrote a ----- book. (Story, Storey).

iv) Draw a ----- line from A to B. (Strait, Straight).

v) 'Versus' means ----- . (Against, away).

vi) 'En route' means ----- . (On the way, without).
