

B.A. - III (New CBCS Pattern) Sem-V
BA25A1 - Compulsory English (Communicative English)

P. Pages : 2

Time : Three Hours

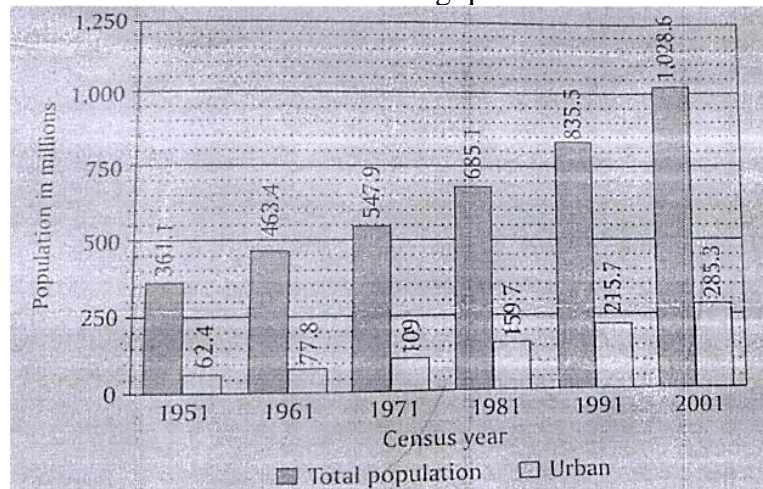


GUG/W/23/13001 (S)

Max. Marks : 80

1. Answer **any two** of the following questions in about 150 words each. **16**

- i) What are the types of vertical Communication?
- ii) Write a detailed note on Grapevine Communication?
- iii) Study the bar chart and answer the following questions:



- a) Was the population growth more in rural or urban areas between 1951 and 2001?
- b) What was the total rural population of India in the year 1981?
- c) By how much did the urban population in the country increase between 1961 and 1971?
- d) What was the difference between India's rural and urban populations in 2001?
- e) What was the total populations of India in the year 2001?

2. Answer **any two** of the following questions in about 150 words each. **16**

- i) You have applied for a bank loan to study abroad and have been asked to attend an interview. Think of five questions that you could be asked and write them down along with your possible responses.
- ii) What should we plan our presentation?
- iii) How should we prepare for an interview?

3. Answer **any two** of the following questions in about 150 words each. **16**

- i) You are Kalpana Chavan, President of the students' union in Datta Meghe Medical College, Wardha. The college is conducting a free medical camp for pregnant women and infants in the adjacent village of Malegaon. Write a notice for the college notice board informing students about the event and inviting them to participate in it.
- ii) what are the responsibilities of a chairperson of a formal meeting?

iii) Write a note on the special features of a formal meeting?

4. a) Change the degree of **any four** of the following sentences. 4

i) Rina is the tallest girl in the class. (Change into Positive Degree)

ii) Tiger is not as fast as cheetah. (Change into Comparative Degree)

iii) Asia is the largest continent in the world. (Change into Positive Degree)

iv) Lotus is more beautiful than rose. (Change into Positive Degree)

v) Barfi is sweeter than jilebi. (Change into Positive Degree)

vi) No other metal is as precious as gold. (Change into Superlative Degree)

b) Change the narration of **any three** of the following. 6

i) 'He was going to the store,' said Sarah.

ii) Suman said, 'Rama is busy today'.

iii) I say, 'I am an honest man.'

iv) Tom said that he would meet me at the library.

c) Write an email to your friend in Pune, letting them know you are planning on visiting the city and hope to stay with them for a few nights. 10

OR

Write an email to your principal requesting permission to claim one day leave as you are feeling unwell and suffering from a fever.

5. Answer **any six** of the following questions in one or two sentences. 12

i) What are the major directions of communication?

ii) What should be our opening remarks at a presentation?

iii) What is a line graph?

iv) What is a quorum?

v) Who controls a formal meeting?

vi) What is an agenda?

vii) What is the minute of a meeting?

viii) Which three things must be given in a notice?
