

B.A. New CBCS Pattern Semester-VI  
**BA36A1 - Compulsory English (Communicative)**

P. Pages : 2

Time : Three Hours



**GUG/W/23/13421**

Max. Marks : 80

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1. a) Answer the following questions in about 150 words. **10**

What points should be taken into account at the time of drafting a speech.

**OR**

Enlist the do's and don'ts at the time of delivering a speech.

b) Answer the following questions in about 150 words. **10**

Elaborate the way the resources in libraries are organized for easy access to them.

**OR**

Explain the significant tools used in search for information in a library.

2. a) Write **any one** of the following letters. **10**

You are the manager of Hotel Paradise. You need furnishings for your hotel rooms. Write a letter of inquiry to the sales manager Deluxe Furnishings Mumbai.

**OR**

You are the purchase manager of Cygnus Wires Nagpur Write a letter of order to Bansal Steel Pvt. Ltd Tatanagar steel rods.

b) **Any one** of the following letter. **10**

You are Chief Administrative Officer of Gargi College of Commerce Bhopal. Write an interview call letter to Mr. Arif Khan to attend interview for the post of senior administrative officer.

**OR**

You are General Manager of Yatra Travels. Write a letter of appointment to Ms Savita Mishra for the post of Assistant Executive.

3. a) Explain **any seven** of the following terms: **14**

i) Punctuation

ii) Full stop

iii) Colon

iv) Semicolon

v) Comma

vi) Question mark

vii) Exclamation mark                      viii) Dashes

ix) Hyphen                                      x) Ellipsis

b) Attempt **any three** of the following. **6**

i) He is honest. He will not accept the bribe. (Combine into a Simple Sentence)

ii) He wanted to educate his son. He sent him to London.  
(Combine into a Simple Sentence)

iii) He is strict. He is severe. (Combine into a Compound Sentence)

iv) Your father may sign this document. You may sign this document.  
(Combine into a Compound Sentence)

v) God is truth. All religions teach this. (Combine into Complex Sentence)

vi) A man stole a suit length from our shop. I recognize the man.  
(Combine into Complex Sentence)

**4.** Write an official report in 200 words. **10**  
As a secretary of College Debating Society, J. N. College Pune, write an official report to your principal about the debate competition organized by Rotary Club, Nagpur on 'Government Reservation Policy'.

**OR**

As a committee member of State Tourist Bureau, you have been guest in newly opened Hotel Natraj, Chandrapur. Write a report to the Director, Tourist Bureau, Mumbai on the general functioning and facilities of the hotel.

**5.** Write an essay on **any one** of the following topics in 200 words. **10**

i) The effect of Video Games on Health.

ii) 75 Years of Independence and Role of Youth.

iii) Social Media: A Boon or a Bane

iv) Books as our Friends.

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