

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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