

B.A. II (with Credits)-Regular-Semester 2012 Sem IV  
**BA24B-14-Communicative English**

P. Pages : 2

Time : Two Hours



**GUG/W/16/5025**

Max. Marks : 50

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

Write a note on structure of the text.

**OR**

'Unless you understand the relationship that gives meaning to the text, you cannot understand it' Justify the validity of this claim.

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

What are some common expressions used while declining an invitation?

**OR**

Give some useful expressions while agreeing someone.

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

Write a note on 'Fax-Messages'.

**OR**

Write a note on 'Reports'.

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

Write a note on 'Memorandum and short task'.

**OR**

What are the purposes of Memorandum?

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

- i) Is it necessary to distinguish between a statement of facts and the comments, opinions or differences? Why?
- ii) Write a note on understanding logical relationship between sentences.
- iii) 'A sentence does not mean in isolation'. Explain.

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

- i) What are some common expressions used while accepting invitations?
- ii) What are some common expressions used while disagreeing?
- iii) Mention some common expressions used while party agreeing.

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

- i) What are business letters?
- ii) Write a short note on investigative report.
- iii) Write a short note on uses of a fax?
- iv) What are the disadvantages of an e-mail?
- v) Distinguish between e-mail and fax-messages.

b) Fill in the blanks choosing the correct word from the bracket. **6**

- i) One who knows and sees everything -----.  
(Omnipotent, omniscient, omnipresent)
- ii) Something which lasts forever -----.  
(everlasting, fatal, regular)
- iii) Crime of Killing a king -----.  
(regicide, fratricide, patricide)
- iv) 'Look after' means -----.  
(to see future, to take care, notice)
- v) 'Put an end to' means -----.  
(finish, start, break)
- vi) 'Red letter day' means -----.  
(memorable day, valentine day, rose day)

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