BA23B-14 - Communicative English

P. Pages : 2   **GUG/W/16/2835**

Time : Two Hours ||||||||||||||||||||| Max. Marks : 50
                                          37 0 1

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1. a)   Answer the following questions in about 75 words.   **5**
             What is the purpose of skimming and scanning the text?

                                       OR

             Write a note on Surveying the Reading matter and Identifying the Text type?

        b)   Answer the following questions in about 75 words.   **5**
             What are some common expressions used while taking leave?

                                       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 'Minutes'

                                       OR

             Write a note on 'Note – Making'

        b)   Answer the following questions in about 75 words.   **5**
             What is 'a Newspaper Report?'

                                       OR

             Write a note on 'Formal Report'.

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

             i)   Write a short note on 'Reading and comprehension.

             ii)   What are bad reading habits?

             iii) What is eye-span and what are the various ways of improving eye- span?

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

             i)   What are some common expressions used while leaving a conversation?

             ii)   Mention some common expressions used while greeting.

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

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

    i) What are the qualities of good notice?

    ii) What kind of language is used in an agenda?

    iii) What are types of Minutes?

    iv) What are the essential skills required for 'Note -Making'?

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

    i) 'Vice Versa' means ------------.
    (The reverse, Orally)

    ii) 'Proximo' means --------------.
    (Of next month, for and against)

    iii) 'Nota bene' means ---------.
    (take notice, the very fact)

    iv) The School demanded the child's ---------- certificate.
    (Birth, berths)

    v) The prisoner was sent to ----------.
    (Jail, Gole)

    vi) I lived on the third ----------- of the house.
    (Story, storey)

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