

Bachelor of Fashion Design (BFD) Second Semester Old  
**11012 - English-II Paper-VI**

P. Pages : 1

Time : Three Hours



**GUG/W/18/1128**

Max. Marks : 60

- Notes :
1. All questions are compulsory.
  2. All questions carry equal marks.

1. Define the term communication and describe the objectives and methods of communication. 12

**OR**

Write a detailed note on: 12

- i) Channels of communication
- ii) Barriers of communication

2. a) Write a note on the use of charts in verbal communication. 6
- b) Body language and posture are the type of non-verbal communication. Explain. 6

**OR**

- c) Write down the principles and concept of learning. 6
- d) Write down the features of 'Good Writing'. 6

3. What are the stages of letter writing? Explain. 12

**OR**

- a) Write down a letter to the M.D. of your company to enquire about the selling details of garments. 8
- b) Write down a resume for the post of fashion designer. 4

4. Define the term Report writing write down its types with examples in detail. 12

**OR**

Why is a report required and who asks for a report? Explain. 12

5. Write short notes on **Any Four**. 12

- a) Circular
- b) Memo
- c) Notice
- d) Charts
- e) Graphics
- f) Complaint letter

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