

B.A. (CBCS Pattern) Semester - IV  
**BA12B-14 - Communicative English (Optional)**

P. Pages : 1

Time : Two Hours



**GUG/S/23/12061**

Max. Marks : 50

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1. a) Answer the following questions **any one**. 5  
i) How is skimming different from scanning?  
ii) Write a note on understanding the structure of the text.
- b) Answer **any one** of the following questions. 5  
i) Mention some common modes of greeting  
ii) Mention some common expressions used while agreeing.
2. a) Answer **Any one** of the following questions. 5  
i) What are the advantages of e-mail?  
ii) Write a detailed note on Letters.
- b) Answer **any one** of the following questions: 5  
i) Describe the nature of an investigative report.  
ii) Write a note on memorandum and short task.
3. a) Answer **any two** of the following questions in about 50 words each: 8  
i) How does 'Note-Making' help in improving comprehension while reading a text?  
ii) How facts are different from that of beliefs and opinions?  
iii) Why main idea is important in the text?
- b) Answer **any two** of the following questions in about 50 words each. 8  
i) Mention some polite way of expressing disagreement.  
ii) What are some common expressions used while asking for information?  
iii) Write some common expressions used while inviting.
4. a) Answer **any two** of the following questions in about 50 words each. 8  
i) What is a fax? Discuss its uses.  
ii) How to use e-mail effectively and efficiently?  
iii) Write a note on personal letters?
- b) Fill in the blanks choosing the correct words from the bracket. 6  
i) I am sure this book will sell like ----- cakes (hot/iced)  
ii) One who is present everywhere ----- (omnipotent, omnipresent)  
iii) May and might are expressions of ----- (permission/obligation)  
iv) A child whose parents are dead ----- (martyr, orphan)  
v) 'All round' means ----- (complete, perplexed)  
vi) 'By and large' means ----- (on the whole, later on, by means of)

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