

B.A. (Part-III) (New CBCS Pattern) Semester - V  
**BA25A1 : Compulsory English (Communicative English)**

P. Pages : 2

Time : Three Hour



**GUG/S/23/13001**

Max. Marks : 80

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1. Answer the following questions in about 150 words each **any two**. **16**
- i) Compare and contrast between downward and upward communication.
  - ii) Compare and contrast between horizontal communication and grapevine communication.
  - iii) Describe any four types of graphic representation.
2. Answer the following questions in about 150 words each **any two**. **16**
- i) Write a note on interview skills and the preparation of an interview.
  - ii) What is presentation? Explain its guidelines.
  - iii) Imagine you are candidate for an interview seeking a job of an Assistant professor of English in S.P. College, Gadchiroli. Write dialogue between the candidate and the subject expert.
3. Answer the following questions in about 150 words each **any two**. **16**
- i) What is meant by meeting? What are the responsibilities of the Chairman?
  - ii) You are the principal of Shivaji College Chandrapur. Prepare an agenda for a meeting with the head of the English department, and the secretary and the treasurer of the college's literary association. The meeting has been called to discuss the venue data, time, the events and the budget for the annual literary festival.
  - iii) You are Satish Kumar, secretary of the young Writer's club, Warora. The well-known writer and politician Shashi Tharoor has agreed to Visit the club and interact with its members on 16-12-2022. Write a notice informing the members of the club about the data, time and venue of the function being organized to honour the writer.
4. A) Change the degree of the following sentences **any four**. **4**
- i) Rajesh is the tallest boy in the college (Change into comparative, degree).
  - ii) Very few students in the class are as clever as Lata (Change into Superlative degree)
  - iii) Mango is Sweeter than pineapple (Change into positive degree)
  - iv) Pakistan is not as big as India. (Change into comparative degree)
  - v) China is bigger than any other country in the world. (Change into positive degree)
  - vi) No other city in India is as green as Nagpur. (Change into Superlative degree)

B) Change the narration of the following sentences **any three**.

**6**

- i) Satish Said, "I'm going to the College".
- ii) Vijay Said, "I have done my homework".
- iii) Akshay said to Parimal, "I can drive a bike".
- iv) "What a beautiful painting it is!" Said Asha.
- v) Sita said that she had completed the assignment.

C) You are a Librarian of Nevjabai Hitkarini College Armori. You want to buy some books from bookcare.com Email the manager enquiring about the availability of the books you want to buy.

**10**

**OR**

Write an e-mail to your friend thanking him or her for the birthday gift.

5. Answer the following questions in about one or two sentences each **any six**.

**12**

- i) What is communication?
- ii) What are the elements of communication?
- iii) What is meant by information transfer?
- iv) What do we say at the beginning and at the end of an interview?
- v) What is the duty of a Chairman?
- vi) What is an agenda?
- vii) What is meant by minutes?
- viii) Who prepares an agenda of a meeting.

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