

B.A. (CBCS Pattern) Semester - VI
BA36B-14 : Communicative English (Optional)

P. Pages : 2
Time : Two Hours



GUG/S/23/13431
Max. Marks : 50

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1. a) Answer **any one** of the following questions. **6**
- i) Write a detailed note on ‘conference’.
- ii) What are the advantages of using the overhead projector?
- b) Answer **any one** of the following questions. **6**
- i) Discuss the purpose and organization of Group discussion.
- ii) Write a detailed note on Body language and its various communicative aspects.
2. a) Answer **any one** of the following questions: **6**
- i) Elaborate the process of copy editing.
- ii) What are the guiding principles on the use of abbreviations?
- b) Answer **any one** of the following questions. **6**
- i) Explain what is meant by Entrepreneurship.
- ii) What factors affect the growth of entrepreneurship?
3. a) Answer **any two** of the following questions. **4**
- i) Write a short note on seminar
- ii) What are the rules for a purposeful meeting?
- iii) Discuss the various audio-visual aids used in oral presentation.
- b) Answer **any two** of the following questions **4**
- i) What role do Gestures and eye contact play in effective communication?
- ii) What are the different barriers to communication?
- iii) Prepare a questionnaire for interviewing a famous sportsman.

4. a) Answer **any two** of the following questions: 4
- i) Write a short note on 'Cover-letters'.
 - ii) Discuss in brief the use of the punctuation mark "Comma".
 - iii) Write a note on 'Numerals'.
- b) Answer **any two** of the following questions: 4.
- i) List some characteristics of an entrepreneurial personality.
 - ii) Distinguish between an entrepreneur and a manager.
 - iii) Define entrepreneurship by slating the names of some Indian entrepreneurs.
5. a) Fill in the blanks with appropriate option from the brackets. 5
- i) Positive gestures signifies ----- personality. (Negative, positive, plain)
 - ii) ----- is the purpose for sharing ideas, information and knowledge (presentation, preparation of script, rehearse)
 - iii) Body language plays a significant role in ----- communication. (Oral, effective, non-oral)
 - iv) A ----- is generally a fellowship meeting of a closely linked fraternal group. (convention, seminar, conference)
 - v) A ----- is a miniature representation of something (video tape recorder, Audio-tape recorder model)
- b) State whether the following statements are true or false: 5
- i) The abbreviation B.C stands for before Christ.
 - ii) The comma (,) is used to indicate the end of the sentence.
 - iii) There is difference between entrepreneur and a manager.
 - iv) The abbreviation O.K stands for all correct.
 - v) Entrepreneurship is a matter of heritage.
