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B—429—2017

FACULTY OF ARTS

B.A. (Fourth Semester) EXAMINATION

NOVEMBER/DECEMBER, 2017

FUNCTIONAL ENGLISH

Paper VII

(Communication Skills—II)

(MCQ + Theory)

(Tuesday, 5-12-2017)

Time : 2.00 p.m. to 4.00 p.m.

Time—2 Hours

Maximum Marks—40

N.B. :— (i) All questions are compulsory.

(ii) Figures to the right indicate full marks.

MCQ

1. Answer the following questions : 10

(1) Pick out the correct matching pair from the following :

- | | | |
|----------------------|---|----------------------------|
| (a) Minutes | — | Public Place |
| (b) Notice | — | Planned Program |
| (c) Curriculum Vitae | — | A list of personal details |
| (d) Report Writing | — | An outline of the program |

(2) Notice is used :

- | | |
|---------------------------|---------------------------|
| (a) To convey information | (b) To make announcements |
| (c) To issue warnings | (d) All of these |

(3) Agenda is :

- | |
|---|
| (a) Electronic mail |
| (b) Brief description of factual things |
| (c) An outline of meeting |
| (d) A list of personal details |

P.T.O.

- (4) The document that is used to communicate within the organization is called :
- | | |
|------------|-----------|
| (a) Letter | (b) Memo |
| (c) E-mail | (d) Telex |
- (5) John writes a memo to his employees putting his thoughts onto paper is an example of :
- | | |
|--------------|----------------|
| (a) Encoding | (b) Channeling |
| (c) Decoding | (d) Feedback |
- (6) The marks obtained at school, college and university are mentioned under the title of :
- | | |
|-----------------------------|---------------------|
| (a) Contact details | (b) Work experience |
| (c) Academic qualifications | (d) All of these |
- (7) C.V. is also known as :
- | | |
|------------|--------------|
| (a) Resume | (b) Synopsis |
| (c) Report | (d) Abstract |
- (8) The word memo is a short form for :
- | | |
|----------------|----------------|
| (a) Memory | (b) Memorizing |
| (c) Memorandum | (d) Memoirs |
- (9) Report presents conclusions based on :
- | | |
|-------------------|---------------|
| (a) investigation | (b) belief |
| (c) impression | (d) intuition |
- (10) Notices are always displayed at public places such as :
- | | |
|------------------------------|------------------|
| (a) Educational institutions | (b) Offices |
| (c) Law courts | (d) All of these |

Theory

2. How to write an effective curriculum vitae ?

10

Or

What is a E-mail ? How to write an effective E-mail ?

3. Prepare an Agenda for your annual college gathering. 10

Or

Prepare a newspaper report for the Blood donation programme arranged in your college.

4. Write short notes on the following (any *two*) : 10

- (i) Effective writing skills
- (ii) Curriculum Viata
- (iii) Memo
- (iv) Press Release.