

Bachelor of Arts (B.A.) (Part-II) Third Semester Old+CBCS  
**BA23B-14 / BA12B-14 : Communicative English**

P. Pages : 1

Time : Two Hours



**GUG/W/18/10064**

Max. Marks : 50

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1. a) Answer the following questions in about 75 words. 5  
What are the various ways of improving one's eye-span?  
**OR**  
What are the sub-skills of Reading?
- b) Answer the following questions in about 75 words. 5  
Mention some common expressions used while greetings.  
**OR**  
What are some common expressions used while taking leave?
2. a) Answer the following questions in about 75 words. 5  
What are minutes?  
**OR**  
Write a note on 'Note-Making'
- b) Answer the following question in about 75 words. 5  
What is a Report?  
**OR**  
What is a News paper Report?
3. a) Answer **any two** of the following questions in about 50 words each. 8  
i) What are bad reading habits?  
ii) Write a short note on scanning of the text.  
iii) Write a short note on 'Surveying the reading matter and identifying the text type.'
- b) Answer **any two** of the following questions in about 50 words each 8  
i) What are some common expression used while introducing others?  
ii) Mention some common expression used while joining a conversation.  
iii) What are some common expressions used while introducing self?
4. a) Answer **any two** of the following questions in about 50 words. 8  
i) What are the qualities of good notice?  
ii) Why is an agenda necessary?  
iii) What are the types of minutes?
- b) Fill in the blanks choosing the correct word from the bracket 6  
i) 'de novo' means ----- . (Qfresh, once, again, repetition)  
ii) 'Vice versa' means ----- . (the reverse, orally)  
iii) 'nota bene' means ----- . (take notice, very fact)  
iv) I lived on the third ----- of the house. (Story, Storey)  
v) Milton's paradise Lost is full of ----- . (allusions, illusions)  
vi) He made an ----- remark. (apposite, Opposite)

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