

B.A. (Part-II) (with Credits)-Regular-Semester 2012 Sem III  
**BA23B-14 - Communicative English**

P. Pages : 2

Time : Two Hours



**GUG/S/18/2835**

Max. Marks : 50

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1. a) Answer the following questions in about 75 words. 5

What are the bad reading skills?

**OR**

Mention the ways of becoming an effective reader.

- b) Answer the following questions in about 75 words. 5

Mention some useful expressions to join a conversation.

**OR**

What are some common modes of greeting?

2. a) Answer the following questions in about 75 words. 5

How does 'Note - Making' help in improving comprehension while reading.

**OR**

Write a note on 'Agendas'.

- b) Answer the following question in about 75 words. 5

Define 'A Report' and explain different types of reports.

**OR**

Write a newspaper report on the N.S.S. day of your college.

3. a) Answer **any two** of the following questions in about 50 words each. 8

i) Write a short note on scanning of the text.

ii) What are the ways to improve eye-span of a reader?

iii) What are the sub-skills of reading?

- b) Answer **any two** of the following questions in about 50 words each. 8

i) Mention some common expressions used while leaving a conversation.

ii) What are some common expressions used while introducing self?

iii) Mention some common expressions used while taking leave.

4. a) Answer **any two** of the following questions in about 50 words.

8

i) Write a note on a 'Notice'

ii) What is an 'Agenda'?

iii) Mention some guidelines for writing minutes.

b) Fill in the blanks choosing the correct word from the bracket.

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i) The word 'nota bene' means -----  
(take notice, give notice)

ii) The word 'via' means -----  
(a way, wave)

iii) She bought a ----- bag.  
(canvas, canvass)

iv) They went in ----- directions.  
(opposite, apposite)

v) I got five ----- reserved for Delhi.  
(berths, birth)

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