

B.A. (Part-III) (with Credits)-Regular-Semester 2012 Sem VI  
**BA36B-14 - Communicative English**

P. Pages : 2

Time : Two Hours



**GUG/S/18/5048**

Max. Marks : 50

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1. a) Answer **any one** of the following questions. **6**
- i) Write a note on 'Conference'.
- ii) Describe the various role of 'overhead projector' in teaching learning and training.
- b) Answer **any one** of the following questions. **6**
- i) What are the seven steps to a successful presentation?
- ii) Write a note on 'Body - Sport' in Oral Communication.
2. a) Answer **any one** of the following questions. **6**
- i) What is Capitalization? Discuss its uses in professional writing.
- ii) Write a note on punctuation and its uses.
- b) Answer **any one** of the following questions. **6**
- i) Write a note on 'Entrepreneurial Values and attitudes'.
- ii) What are the core elements of Entrepreneurship?
3. a) Answer **any two** of the following questions. **4**
- i) Write a short note on 'Seminar'.
- ii) Discuss the various audio - visual aids.
- iii) Explain the physical arrangements of meetings.
- b) Answer **any two** of the following questions. **4**
- i) What are the positive gestures?
- ii) What are the purposes of Group Discussion?
- iii) Write in short about pre - planning of Interview.
4. a) Answer **any two** of the following questions. **4**
- i) Write a short note on 'Copy - Editing'.
- ii) Define 'Abbreviation'.
- iii) Write a note on 'Cover - letters'.

b) Answer **any two** of the following questions.

4

- i) Discuss the 'Types of Entrepreneurs'.
- ii) Define 'Entrepreneurship'.
- iii) What are the traits of a Successful Entrepreneur?

5. a) Fill in the blanks by selecting the appropriate option from the brackets.

5

- i) A ----- refers to the discussion in a small group in which the result of a original research or advanced study is presented through oral or written reports.  
(conference, seminar)
- ii) ----- is the most commonly available visual equipment.  
(Blackboard, Overhead projector)
- iii) ----- draws preliminary plans and makes arrangements for the meeting.  
(Chairman, Member)
- iv) In ----- leadership qualities necessitate that the individual have the capacity to take initiative during the course of the interaction.  
(Group Discussion, Interview)
- v) The purpose of the ----- is to confer with persons having similar interests and also to pool their experiences and opinions.  
(meeting, conference)

b) Fill in the blanks by selecting the appropriate option from the brackets.

5

- i) ----- help us to understand the meaning of the sentence.  
(capitalization, punctuation)
- ii) A full stop is used to indicate -----  
(end of a sentence, beginning of a sentence)
- iii) ----- for owner of the enterprise.  
(An entrepreneur, A manager)
- iv) The comma represents the -----pause.  
(shortest, long)
- v) A ----- is the servant in the enterprise owned by the entrepreneur.  
(Manager, Supplier)

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