

B.F.D. Sem-II
11012 - English-II Paper-VI

P. Pages : 1

Time : Three Hours



GUG/S/19/1128

Max. Marks : 60

Notes : 1. All questions are compulsory and carry equal marks.

1. What are the methods of communication? Write a note on channel of communications. **12**

OR

What are the types of oral and written communication? Make a note on the importance of graphics. **12**

2. a) Make a note on the concept of learning. **6**

b) Explain three of four memory techniques to memories a lot things. **6**

OR

c) Explain the importance of 4C in writing skills. **6**

d) Write a note on verbal to non-verbal writing. **6**

3. a) Write a letter to a company enquiring about delaying your order of boutique equipments. **8**

b) What is business letter? Explain. **4**

OR

c) Write a letter to a company complaining against defective threads you got with all details. **8**

d) Explain the role of bio-data in job placement. **4**

4. a) Explain the importance of report writing. What are the different types of reports? What are the elements of a report? **12**

OR

b) What are the stages involved in effective report writing? Explain with suitable examples. **12**

5. Write short note **any four**. **4x3 =12**

i) Notices.

ii) Routine report.

iii) Charts.

iv) Importance of 4C in writing skills.

v) Barriers of communication.

vi) Story writing from slides and films.
