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Following Paper ID and Roll No. to be filled in your Answer Book.

PAPER ID : 39807 Roll No. 1 2 4 0 4 3 2 2 6 6

B. Tech. / BBA Examination, 2024-25

(Even Semester)

COMMUNICATIVE ENGLISH

Time : Three Hours] *[Maximum Marks : 60*

Note :– Attempt all questions.

SECTION–A

1. Attempt all parts of the following : 8×1=8

(a) What do you mean by verbal communication?

(b) Define imprompter method of presentation.

(c) What is the importance of ice-breaking in official communication?

(d) Give any two examples of blending.

(e) Give two tips for writing effective email.

(f) Describe empathetic listening.

(g) Write an antonym of 'Confess'.

(h) Give one word substitution for the following 'A medicine to counteract poison'.

SECTION – B

2. Attempt any two parts of the following : 2×6=12

(a) Discuss the formal flow of communication with examples.

(b) Write a cover letter and resume for the post of Manager in an MNC.

(c) Define barriers of communication. Discuss different types of barriers with examples.

(d) What are the steps one should follow for making a presentation effective?

SECTION – C

Note :– Attempt all questions. Attempt any two parts from each questions. 8×5=40

3. (a) Write the definition of inductive method of paragraph development. Write a paragraph of 150 words using the above mentioned method.

(b) What is a precis? What are the steps of precis writing?

(c) What is paralanguage? Discuss all the elements of it in detail.

4. (a) What are the essentials of good sentence construction?

(b) Discuss the Dos and Dont's of group discussion.

(c) Give ten tips for effective telephonic communication.

5. (a) What are the different types of interview in practice? Explain in detail.

(b) Define a report. Discuss the four formats of report writing.

(c) Write a complaint letter for the damaged consignment you have received recently. (Invent necessary details).

6. (a) Discuss the process of listening in detail.

(b) How general communication is different from technical communication? Explain.

(c) What are the 7Cs of communication? Explain in detail.

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