

Total No. of Questions: 6

Total No. of Printed Pages:3

Enrollment No.....



Faculty of Arts, Humanities and Social Sciences

End Sem (Even) Examination May-2022

EL5AE01 Communication Skills and Paper Writing

Programme: M. A.

Branch/Specialisation: English

Duration: 3 Hrs.

Maximum Marks: 60

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d.

- Q.1 i. Which of these must be avoided for effective communication? **1**
(a) Sharing of activity (b) Listening
(c) Ambiguity (d) Politeness
- ii. _____ is the first enemy of communication. **1**
(a) Noise (b) Clarity (c) Politeness (d) Completeness
- iii. To print PowerPoint presentation, press: **1**
(a) Ctrl+A (b) Ctrl+shift+P
(c) Ctrl+P (d) Ctrl+S
- iv. The final activity in the interview process is: **1**
(a) The handshake (b) The negotiation
(c) The thank-you note (d) The follow-up
- v. Which of these should be avoided in a précis? **1**
(a) Imagery (b) Verb (c) Pronouns (d) Indirect speech
- vi. The word CITE means: **1**
(a) To see something in the distance
(b) To give credit for resources used in writing
(c) Another word for vision
(d) To take aim at something
- vii. A cover letter is normally written by the: **1**
(a) Report writer (b) Top management
(c) CEO (d) Reader
- viii. _____ report provides rational findings. **1**
(a) Informative (b) Interpretative
(c) Routine (d) Progress

P.T.O.

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- ix. Writing a letter with 'You-attitude' means writing: **1**
 - (a) From the point of view of the writer
 - (b) From the point of view of the reader
 - (c) Using the word 'you' repeatedly
 - (d) From the point of view of other persons not concerned
- x. A memorandum is considered a brief form of written communication for: **1**
 - (a) Internal use (b) Legal use
 - (c) Formal use (d) External use

- Q.2 Attempt any two:
- i. Define communication. Also describe in detail the process of communication. **5**
 - ii. What is body language? Explain its main aspects. **5**
 - iii. What are the barriers to communication? Discuss it. **5**

- Q.3 Attempt any two:
- i. Discuss the do's and don'ts of group discussion. **5**
 - ii. Elaborate the points to make good ppts. **5**
 - iii. What is the role of audio-visual aids during presentation? **5**

- Q.4 Attempt any two:
- i. Define planning and drafting with reference to research paper writing. **5**
 - ii. How SQ3R technique is useful for effective reading? **5**
 - iii. What do you mean by precise writing? How can précis writing skill be useful to you? **5**

- Q.5 Attempt any two:
- i. What points should be kept in mind while writing a synopsis? **5**
 - ii. Discuss the structure of a formal report. **5**
 - iii. Write brief notes on the following: **5**
 - (a) Acknowledgment (b) Bibliography
 - (c) Preface

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- Q.6 Attempt any two:
- i. What is the importance of e-mail writing in present time? **5**
 - ii. Write a complaint letter about the wrong delivery of house furniture instead of office furniture that you have received. **5**
 - iii. Write an application for the post of an Assistant Professor in a prestigious University. Invent details **5**

EL5AE01

Q1. Choose the correct answer-

(i) Which of these must be avoided for effective communication? 1

(A) Sharing of activity

(B) Listening

(C) Ambiguity

(D) politeness

Ans: (C) Ambiguity

(ii) _____ is the first enemy of communication. 1

(A) Noise

(B) Clarity

(C) Politeness

(D) Completeness

Ans:(A) Noise

(iii) To print PowerPoint presentation, press: 1

(A) Ctrl+A

(B) Ctrl+shift+P

(C) Ctrl+P

(D) Ctrl+S

Ans:(C) Ctrl+P

(iv) The final activity in the interview process is: 1

(A) The handshake

(B) The negotiation

(C) The thank-you note

(D) The follow-up

Ans:(C) The thank-you note

(v) Which of these should be avoided in a précis? 1

(A) Imagery

(B) Verb

(C) Pronouns

(D) Indirect speech

Ans: (A) Imagery

(vi) The word CITE means:

- (A) To see something in the distance
 - (B) To give credit for resources used in writing
 - (C) Another word for vision
 - (D) To take aim at something
- Ans (B) To give credit for resources used in writing

(vii) A cover letter is normally written by the:

- (A) Report writer
 - (B) Top management
 - (C) CEO
 - (D) Reader
- Ans (B) Top management

(viii) _____ report provides rational findings.

- (A) Informative
- (B) Interpretative
- (C) Routine
- (D) progress

Ans (B) Interpretative

(ix) Writing a letter with 'You-attitude' means writing:

- (A) From the point of view of the writer
 - (B) From the point of view of the reader
 - (C) Using the word 'you' repeatedly
 - (D) From the point of view of other persons not concerned
- Ans (B) From the point of view of the reader

(x) A memorandum is considered a brief form of written communication for:

- (A) Internal use
 - (B) Legal use
 - (C) Formal use
 - (D) External use
- Ans (A) Internal use

Q. → CSPW - ELSAEO
Attempt any two

Q. 2. (i) Definition of Communication $2\frac{1}{2}$
Process of Communication $2\frac{1}{2}$ } 5

Ans. (ii) Define Body language. $2\frac{1}{2}$
Aspect of ——— $2\frac{1}{2}$ } 5
(iii) Types of Barriers with examples. 5.

Q. 3 ... Attempt any two

- (i) 10 Do's and 10 Don't of GD - 5
- (ii) Salient features of good GPTs - 5
- (iii) Enlist at least 10 AV aids and usages - 5

Q. 4 Attempt any two

- (i) Definition, relevance with adequate reference to research paper writing. 5
- (ii) Definition effective reading & SQ3R and role of SQ3R in reading. 5
- (iii) Define precise and relevance $2\frac{1}{2} + 2\frac{1}{2} = 5$

Q. 5. Attempt any two

- (i) 5 salient points of synopsis 5
- (ii) Structure of formal report (format + element) 5
- (iii) Short note - with 60 words each topic 5

Q. 6. Attempt any two

- (i) 10 email manners — 5
- (ii) Letter ~~with~~ in full block format and required elements - 5
- (iii) Same as (ii) answer pattern 5