

**2019/TDC/ODD/SEM/BVOGE-101T/232**

**TDC Odd Semester Exam., November—2019**

**B.VOC ( Information Technology )**

**( 1st Semester )**

**Course No. : BVO-GE-101**

**( Communicative English )**

Full Marks : 70

Pass Marks : 28

*Time : 3 hours*

*The figures in the margin indicate full marks  
for the questions*

**UNIT—I**

1. (a) Write a note on the four basic skills of pronunciation with suitable examples. 10

*Or*

- (b) Write a note on the barriers to communication with suitable examples. 10

2. Write a short note on any one of the following : 7

- (a) Formal and informal communication  
(b) Group communication

( 2 )

UNIT—II

3. (a) Write a note on the mechanism of effective oral communication with suitable examples. 10

Or

- (b) Write a personal letter to your mother enquiring after her health. 10

4. (a) Draft a sample marriage invitation letter. 8

Or

- (b) Write an application to the Head of your department requesting permission for a departmental picnic. 8

Or

- (c) Prepare an application with CV for the job of a College Teacher in B.VOC. 8

UNIT—III

5. (a) Draft a sample letter asking for supply of books from a reputed publisher. 10

Or

- (b) Write a press release reporting the 'Beti Bachao Beti Padhao' Mission undertaken by your local authority. 10

( 3 )

6. (a) Write a short report for a newspaper about the deworming programme undertaken by your local hospital under National Deworming Day Celebration Project. 8

Or

- (b) Write a notice for the University or College Notice Board announcing the commencement and the schedule of upcoming end semester examinations. 8

UNIT—IV

7. (a) Write a comprehensive note on the personal interview process. 10

Or

- (b) Outline a few basic features of an effective self-presentation in the interviews. 10

8. Write a short note on any one of the following : 7

(a) Facing interview

(b) Self-presentation

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