Roll No.						Total No. of Pages: 0	2

Total No. of Questions: 09

B.Sc.(ATHM) (2014 to 2017) (Sem.-4) ENGLISH LANGUAGE-II

Subject Code: BTA-24 M.Code: 71056

Time: 3 Hrs. Max. Marks: 60

INSTRUCTION TO CANDIDATES:

- SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
- 2. SECTION-B contains FIVE questions carrying FIVE marks each and students have to attempt any FOUR questions.
- 3. SECTION-C contains THREE questions carrying TEN marks each and students have to attempt any TWO questions.

SECTION-A

1) Answer briefly:

- a) What do you mean by constructive feedback?
- b) How is an essay different from report?
- c) What is communication?
- d) Give one example of culture as a barrier in the process of communication.
- e) What do you understand by Business letter?
- f) Define Memorandum.
- g) What do you mean by articulation?
- h) Give difference between encoding and decoding.
- i) How does communication help in business?
- j) Differentiate between Extempore and Lecture.



SECTION-B

- 2) Is pleasing personality important for professional life? Illustrate with examples.
- 3) State five steps to conquering your presentation nerves.
- 4) Explain the various ways in which you can make communication effective.
- 5) Discuss the importance of body language in communication.
- 6) Make a list of some protocols to be followed during a formal telephonic conversation.

SECTION-C

- 7) Write a report on the quiz competition held in your university.
- 8) Write down the group discussion on the topic "Hard work or Smart work which is important?".
- 9) Write the story of any personality, who has inspired you, the most.

NOTE: Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.

2 | M-71056 (S2)-1886