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Total No. of Pages : 02

Total No. of Questions : 18

B.Voc. (Web Technologies and Multimedia) (2019 Batch) (Sem.-1)

COMMUNICATIVE ENGLISH

Subject Code : BVWM-103-19

M.Code : 77171

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. 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**Write short notes on :**

- Q1. Importance of making notes
- Q2. Types of letters
- Q3. Objectives of communication
- Q4. Report writing
- Q5. Reading skills
- Q6. Group communication
- Q7. Modes of communication
- Q8. Analytical skills
- Q9. Body language
- Q10. Importance of literary texts

SECTION-B

Q11. Describe different modes of communication.

Q12. Discuss any 3 barriers to communication.

Q13. **Analyse and interpret the following passage :**

Rituals are a matter of doing something, performing actions, particular types of behavior and engaging in that behavior in certain ways. It is fairly clear that ritual behavior is a very important element of cultural life. It is, in fact, impossible to think of a culture where there are no rituals. Most ritual behavior is done unreflectively, out of habit without even thinking about whether there is any meaning and purpose behind the action. However, not every ritual action is performed in an unthinking way. Some may be performed more solemnly. In this case, it is perceived that the ritual action has a meaning and those taking part should try to understand that meaning. The purpose of studying and analyzing rituals is to try to understand many ways in which ritual activity is performed and experienced.

Q14. Suppose you are the manager of an organization. Write an appreciation letter to your employee mentioning his or her dedication, hard work and innovative spirit.

Q15. *“A free flow of information ensures the success of an organization.”* Discuss.

SECTION-C

Q16. Suppose that use of mobile phones by students is banned in your institution. Write a report on different reactions of students after this official order.

Q17. Discuss various features of non-verbal communication.

Q18. Write a detailed analysis of any book that you have recently read.

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.