

Total No. of Pages : 02

Total No. of Questions : 09

B.Sc. Agriculture (2014 & Onwards) (Sem.-1)

COMMUNICATIVE ENGLISH

Subject Code : BSAG-107

Paper ID : [72215]

Time : 3 Hrs.

Max. Marks : 30

INSTRUCTIONS TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying ONE mark each.
2. SECTION-B contains FIVE questions carrying 2½ (Two and Half) marks each and students has to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying FIVE marks each and students have to attempt any TWO questions.

SECTION-A

Q1) Define the following :

- a) What is creative writing?
- b) What is business communication?
- c) Write the importance of vocabulary.
- d) Explain the different parts of speech.
- e) What is an Email?
- f) What is a memo?
- g) What are the characteristics of formal letter?
- h) Give a few advantages of effective communication in business house.
- i) Mention any two aspects that need to be taken care of while preparing a good presentation.
- j) What is Non-verbal communication?

SECTION-B

- Q2) What is the importance of body language while delivering presentation in a business meeting?
- Q3) How to prepare a report and summaries for business meeting?
- Q4) Write a formal letter of application for the job of a computer engineer in response to the following advertisement :

Position : Computer Engineer.

Job Profile : DBA, entry of information/records.

Skills : Engineering in Computers, Good Typing speed flexibility to work in shifts.

- Q5) Fill in the blanks choosing the most suitable word from the choices given :
- a) You..... deposit your visa fees before you fill in the visa application.
(might, have to)
- b) Now that the Secretary.....what she had to say we can ask for the reactions of the other member.
(completed, has completed)
- c) A new company must try to build its.....
(credibility, credulity)
- d) There were too many divergent views and it became difficult to aconsensus.
(arrive at, create)
- e) I feel that the whole department must.....responsibility for this mix-up.
(take, receive)
- Q6) How one can convey information on concrete or abstract topics with clarity and precision?

SECTION-C

- Q7) Change the voice :
- a) Harry ate six shrimp at dinner.
- b) Beautiful giraffes roam the savannah.
- c) Sue changed the flat tire.
- d) We are going to watch a movie tonight.
- e) I ran the obstacle course in record time.
- Q8) Explain the importance of reading and writing skills and how writing skills can be improved through understanding and practicing.
- Q9) Write the importance of understanding the barriers to communication and ways to handle and improve communication barriers.