



RAN - 2001000104010002

RAN-2001000104010002

S. Y. B. A. (Sem. - IV) Examination October - 2023

Written and Spoken Communication Skills

Set - II

Time: 2 Hours]

[Total Marks: 50

सूचना : / Instructions

(1)

नीचे दशविवेक निशानीवाणी विगतो उत्तरवली पर अवश्य लक्षणी.

Fill up strictly the details of signs on your answer book

Name of the Examination:

S. Y. B. A. (Sem. - IV)

Name of the Subject :

Written and Spoken Communication Skills - Set - II

Subject Code No.: 2001000104010002

Seat No.:

--	--	--	--	--	--

Student's Signature

Q. 1. Answer the following questions in brief. (Any 5 out of 7) (10 Marks)

1. What are the many forms of written communication in an organization?
2. What are the characteristics of an effective solution?
3. What role does a smile play in human communication?
4. How do you maintain your self-respect and yet adjust with others?
5. "Time change and we with Time." Do you think it is true for the adaptability skill?
6. What are the various sources of information about jobs?
7. "God helps those who help themselves" Explain with what qualities one can help oneself to solve the problem?

Q. 2. A. Write any one Dialogue. (Any 1 out of 2) (07 Marks)

1. Write a dialogue between two friends talking about their career choice.
2. Write a dialogue between a Tourist Guide and a Tourist at Taj Mahal.

B. Write any one Narration. (Any 1 out of 2) (07 Marks)

1. Describe a situation in which you were assigned new tasks. How did you adapt to this situation?
2. Narrate an incident when you faced a major problem and how you tackled the situation.

Q. 3. A. Write an Interview from the following. (Any 1 out of 2) (08 Marks)

1. Write an Interview of the customer in the bank by its Manager for the purpose of loan.
2. Write an Interview for the position of a Software Engineer.

B. Write any one from the following. (08 Marks)

1. Write a CV and cover letter for a Junior Accountant.
2. Write a Resume and cover letter for an experienced High School Teacher.

Q. 4. Do as directed. (10 Marks)

1. Joe Larrabee came _____ the Middle West.
2. Skavinski was old. The US consul found him suitable for the job.
(Combine the pairs of sentences with suitable Conjunction)
3. I said, 'Water is essential for life.'
(Change the sentence to Indirect Speech)
4. The man said to me, 'Don't put your things here.'
(Change the sentence to Indirect Speech)
5. He drank juice.
(Write Question for the underlined word)
6. He loves this town.
(Transform the sentence into a Yes or No Question)
7. Your family will always be there to help you, _____.
(No matter what/ no matter which/no matter that.) (Insert appropriate Fixed Expression)
8. I saw the blind man crossed the busy road without any help.
(Re-write the sentence correcting the error)
9. I got here late because the traffic.
(Correct the error and re-write the sentence)
10. I never traveled internationally. I might next year, though.
(Correct the error and re-write the sentence)