



RAN - 2003000204010002

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S. Y. B. Sc. (Sem. - IV) Examination April - 2023

Core Compulsory Course in English

Written and Spoken Communication Skills

Time: 2 Hours]

[Total Marks: 50

सूचना : / Instructions

(1) नीचे दशावलि निशानीवाणी विगतो उत्तरवही पर अवश्य लभवी.
Fill up strictly the details of signs on your answer book

Name of the Examination:
☛ **S. Y. B. Sc. (Sem. - IV)**

Name of the Subject :
☛ **Core Compulsory Course in English Written and Spoken Communication Skills**

Subject Code No.: **2003000204010002**

Seat No.:

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Student's Signature

- (2) All questions are compulsory.
- (3) Indicate clearly the options you attempt.
- (4) Figures to the right indicate full marks.

Q. 1. Answer briefly: (ANY FIVE)

[10]

- 1) What are the characteristics of an effective solution?
- 2) How does reading literature relevant to your industry help you in solving problems?
- 3) List out the things you must do when you appear for an interview.
- 4) When you visit someone, how do you know if they are welcoming you?
- 5) Why do you think many official messages fail to communicate the intended meanings to the recipients?
- 6) Explain the proverb: There are not cakes without work.
- 7) Explain the proverb: The eyes are the windows to the soul.

Q. 2. A. Draft a dialogue on ANY ONE of the following situations: [07]

- i) Kalyani invites her boss to her sister's wedding. The boss has to refuse the invitation. Draft a dialogue.
- ii) Chirag apologizes to a senior colleague for not completing his work on time. Draft a dialogue.

Q. 2. B. Discuss the elements that make writing interesting on the internet. [07]

OR

You may have known or heard about an attempted theft in a jewellery showroom. Narrate how the stolen jewellery was recovered.

Q. 3. A. Draft an interview conversation between the employer and a candidate for the post of a creative designer in an advertising agency. [08]

OR

Imagine that you are interviewing a candidate for the post of a customer care executive. Draft questions along with possible responses.

Q. 3. B. Draft a Resume for the post of a junior clerk in a college. [08]

OR

Draft a Resume for the post of a secondary school English teacher.

Q. 4. Do as directed: [10]

- 1) As a child _____ six, he drew a beautiful picture.
(Insert a suitable preposition)
- 2) Good colleges require you to pass an exam. They also want you to pass an interview. (Use a suitable conjunction to join the sentences)
- 3) The new recruit said, "Yes sir, I will wear it right away."
(Convert into indirect speech)
- 4) I will make sure that your insurance claim is settled in three months he said. (Punctuate the sentence in direct speech)
- 5) First of all (Use the fixed expression in a sentence of your own)
- 6) The teacher asks a series of questions to students.
(Frame a 'yes/no' question)

- 7) Language is a tool for communication. (Frame a 'wh' question)
 - 8) Sun rises in east. (Correct the sentence)
 - 9) My guest arrived lately. (Correct the sentence)
 - 10) We are understanding the problem now. (Correct the sentence)
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