

2001000104010002
EXAMINATION FEBRUARY-MARCH 2024
BACHELOR OF ARTS (SECOND YEAR)
(FOURTH SEMESTER)
WRITTEN & SPOKEN COMMUNICATION SKILL – IV
LEVEL 1

[Time: As Per Schedule]

[Max. Marks: 50]

Instructions:

1. Fill up strictly the following details on your answer book

- a. Name of the Examination : **BACHELOR OF ARTS (SECOND YEAR) (FOURTH SEMESTER)**
 - b. Name of the Subject : **WRITTEN & SPOKEN COMMUNICATION – IV LEVEL 1**
 - c. Subject Code No : **2001000104010002**
2. Sketch neat and labelled diagram wherever necessary.
 3. Figures to the right indicate full marks of the question.
 4. All questions are compulsory.

Seat No:

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Student's Signature

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

10

1. What are the various sources of information about jobs?
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. What do we need to keep in mind when we communicate through writing?
6. Explain the proverb with reference to the skill learnt: speech is silver and silence golden.
7. Explain the proverb in the context of the skill you learnt: The dogs may bark but the caravan moves on.

Q.2 A. Draft a dialogue on any one. **7**

1. Two friends meeting after a long time and talking about their present activities.
2. Write a dialogue between a Sales Executive and a Customer inquiring about new car.

B. Narrate any one of the following situations. **7**

1. You have interviewed someone you know who has retired from work. Write a narration on the person's experiences at work.
2. Describe a situation in which you were assigned new tasks. How did you adapt to this situation?

Q.3 A. Write an interview on any one of the following. **8**

1. Write an interview of the renowned theatre artist by a press reporter of a newspaper.
2. There is a vacancy for the Deputy Manager In a company. Write an interview between the Director, Manager in HR, Senior Manager and the candidate.

B. Write a Resume and cover letter for the following. (any one) **8**

1. Fashion Designer
2. Assistant Professor

Q.4 Do as directed. **10**

1. Skavinski was old. The US consul found him suitable for the job.
(Combine the pair of sentences with a suitable Conjunction).
2. Tina said just a minute ago, 'The theatre group is visiting our city soon'
(Change the sentence to Indirect Speech)
3. He loves this town. (Transform the sentence into a Yes or No Question)

4. No matter what (Use the fixed expression in a sentence of your own).
5. The man said to me, 'Don't put your things here.' (Change the Sentence to indirect Speech)
6. Sun rises in east. (Re-write the sentence correcting the error)
7. I got here late because the traffic. (Correct the error and re-write the sentence)
8. I never traveled internationally. I Might next year, though. (Correct the error and re-write the sentence)
9. Mr. Sarang came_____ Surat. (Insert suitable Preposition)
10. He drank juice. (Write Question for the underlined word)
