

**Bachelor of Arts (B.A.) Fifth Semester Examination**  
**COMMUNICATIVE ENGLISH**  
**Vocational Paper-1**

Time : Two Hours]

[Maximum Marks : 40

1. (A) Answer any **ONE** of the following questions in about **100** words :
  - (i) What is Dyadic Communication ? Throw a light on types of interviews and Interview questions.
  - (ii) Explain in detail the organisation of Seminars. 4
- (B) Answer any **ONE** of the following questions in about **100** words :
  - (i) What are various types of listening ?
  - (ii) What are the seven steps to a successful presentation ? 4
2. (A) Answer any **ONE** of the following questions in about **100** words :
  - (i) Explain in detail the qualities of a good business correspondence.
  - (ii) Give the importance of punctuation marks, 'Colon' and 'Quotation Marks'. 4
- (B) Answer any **ONE** of the following questions in about **100** words :
  - (i) Explain the role of an Announcer.
  - (ii) Prepare a script as a compere for the Independence Day celebration in your college. 4
3. (A) Answer any **ONE** of the following questions in about **60** words :
  - (i) What is a Symposium ?
  - (ii) Write a note on Telephonic Conversation. 3
- (B) Answer any **ONE** of the following questions in about **60** words :
  - (i) Write a note on Passive Listening.
  - (ii) What are the indicators of Assertive Behaviour ? 3
4. (A) Answer any **ONE** of the following questions in about **60** words :
  - (i) Write a note on 'Punctuation'.
  - (ii) Explain the importance of capitalisation in professional writing. 3
- (B) Answer any **ONE** of the following questions in about **60** words :
  - (i) Write a note on Commentary.
  - (ii) What are the important characteristics of a Newspaper ? 3

5. (A) Fill in the blanks with appropriate words :

- (i) A meeting of the members of committee is convened by the \_\_\_\_\_.
- (ii) \_\_\_\_\_ communication in general refers to an interaction between two persons.
- (iii) Preparing a conference \_\_\_\_\_ for communicating the details of the event is necessary.

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(B) Answer the following questions in **one** sentence each :

- (i) What does the life position " I am not OK– you are OK' signify ?
- (ii) Explain any one Assertive Right.
- (iii) What is Passive Listening ?

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(C) State whether the following statements are **true** or **false** :

- (i) Reference is an optional element in business correspondence.
- (ii) A complaint letter is not a claim letter.
- (iii) A full stop represents pause.

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(D) Match the following pairs :

**A**

- (i) Entrepreneurs
- (ii) Newspaper's reputation
- (iii) Announcer

**B**

- Depends largely on Editor
- Mainly works in Radio
- Should be farsighted for the success of enterprise.

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