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BEGE–103

**BACHELOR'S DEGREE PROGRAMME/
BHM (BA/BDP/BHM)**

Term-End Examination

December, 2023

ELECTIVE COURSE : ENGLISH

**BEGE-103 : COMMUNICATION SKILLS IN
ENGLISH**

Time : 3 Hours

Maximum Marks : 100

Note : *Answers any **five** of the following questions.*

All questions carry equal marks.

1. Write short answers on any *two* of the following :

2×10=20

- (a) What should a good covering letter contain ?
- (b) Explain hyperbole. Give examples.
- (c) Differentiate between accent and style of speaking.

P. T. O.

2. Answer any *one* of the following : 20
- (a) What are the advantages of using non-verbal communication ?
- (b) What do you understand by 'panning' in television production ? Is it a useful technique ? Comment.

Note : Answer any *three* of the following questions.

3. Write a brief essay on different Englishes. Give examples. 20
4. What do you understand by the term 'Soft Skills' ? Is it important in our working lives today ? 20
5. Is small talk still relevant in today's world order ? 20
6. You have received a grossly inflated water bill of rupees two lakhs thirty thousand for two years from the Delhi Jal Board. How would you

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 speak to the customer-care executive ? Write a conversation /a dialogue between the two of you. 20

7. Is small talk still relevant today ? Explain with examples. 20

8. What is the distinction between formal and informal conversation ? Support your answers with examples. 20