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BEGE-103

**BACHELOR'S DEGREE PROGRAMME
(BDP)**

Term-End Examination

December, 2022

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

Time : 3 Hours

Maximum Marks : 100

Note : Answer any **five** questions. All questions carry equal marks.

1. What is an interview ? What purpose does an interview serve ? How would you prepare for a job interview ? 20
2. Discuss and elaborate on non-verbal modes of communication. Give suitable examples to support your answer. 20

P. T. O.

3. You are Ayush Gupta, a fresh BBA graduate applying for a job as a management trainee in a reputed company. Write a covering letter, keeping in mind the following : 20
- (i) Your eligibility for the job
 - (ii) Your skill set for the job
 - (iii) Your interest in marking for the company
4. A fire broke out recently in your residential complex. As an office bearer of the Residents' Welfare Association you have been asked to investigate and submit a report with your findings and suggestions to prevent such accidents.
Write a report in about **350** words. 20
5. Define corporate communication. What do you need to keep in mind while writing for a corporate body ? 20
6. What is a dialect, an accent and style ? Explain with examples. 20

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7. Your friend has been selected as an IFS officer.
Write a letter congratulating him/her on his/her
success. 20

8. Write an article on a historic city/movement—
for the Sunday supplement of the Times of
India. 20