

**CBCS (GENERAL AND HONS.)
ABILITY ENHANCEMENT (COMPULSORY) /
B.A. (VOCATIONAL STUDIES) MICRO, SMALL
AND MEDIUM ENTERPRISES (BAVMSME)**

Term-End Examination

December, 2022

BEGAE-182 : ENGLISH COMMUNICATION SKILLS

Time : 2 hours

Maximum Marks : 50

Note : *All questions are compulsory. Question no. 1 carries 20 marks.*

- I.** Answer any **four** of the following questions in about 100 words each : $4 \times 5 = 20$
- (i) Describe two functions that visuals help us to perform easily and effectively.
 - (ii) What is the appropriate language and tone while attending a meeting and why ?
 - (iii) What is non-verbal communication ?
 - (iv) What are the various macro-functions of communication ?
 - (v) Write a short note on the 'Essentials of a Group Discussion'.
 - (vi) Explain 'Interpretive reading', with examples.

- II.** Write a formal letter to the Director of a firm, stating your acceptance of the offer of appointment as a Research Associate in the firm. Also mention the time needed for joining. The letter should be addressed to the Director of the firm. 10
- III.** Prepare a five-minute presentation on ‘How to prepare for a job interview.’ 10
- IV.** Write a group discussion (among five students) on any **one** of the following topics : 10
- (i) Is social media making us less social ?
 - (ii) Can money make us happy ?
-