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BEGAE-182

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

Term-End Examination

December, 2023

**BEGAE-182 : ENGLISH COMMUNICATION
SKILLS**

Time : 2 Hours

Maximum Marks : 50

Note : *All questions are compulsory.*

1. Answer any **four** of the following questions in about **100** words each : 4×5=20
 - (i) What are the macro functions of communication ?
 - (ii) How is a conversation different from other speech events ?
 - (iii) What aspects should be kept in mind to ensure the success of a meeting ?

P. T. O.

- (iv) Explain with suitable examples how new words are built through affixation and compounding.
 - (v) Describe with suitable examples, the four basic forms of discourse.
 - (vi) Explain how visual aids can be used to make presentations more effective. Support your answer with examples.
2. You are planning to visit Singapore during the vacation. Write out a dialogue in 10 turns, where you discuss travel plans, arrangement of accommodation etc. with your travel agent. 10

Or

Write a well-structured essay on any *one* of the following topics :

- (i) The internet as tool for teaching/learning
 - (ii) Globalisation and its effects on Indian society.
3. You have been offered a job as an analyst in a firm. Write a formal letter of acceptance to the head of the firm. 10

Or

A group of five students have been given the topic : "Making our Cities Pollution free." Write out a group discussion based on this topic.

[3]

4. What are the barriers to communication ?
Explain the three broad categories under which
such barriers can be classified. 10

Or

What are the four levels of reading
comprehension ? Explain briefly with suitable
examples.