

00491

**DIPLOMA IN BUSINESS PROCESS
OUTSOURCING - FINANCE AND
ACCOUNTING AND CERTIFICATE IN
COMMUNICATION AND SKILLS
(DBPOFA/CCITSK)**

Term-End Examination

June, 2015

BPOI-006 : ENGLISH COMMUNICATION SKILLS

Time : 3 hours

Maximum Marks : 65

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- Note :** (i) *Answer all questions.*
(ii) *Question 1 to 5 carry 10 marks each.*
(iii) *Question 6 carries 15 marks.*
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1. Read the passage given below and answer the questions that follow :

The Art of Theatre

The means by which an art form presents its message is referred to as the medium. Thus, sound produced by instruments or human voices is the medium of music. Paint on canvas or paper is the medium of painting. For literature, the medium is written language. For theatre, it is a story performed by actors on a stage.

Drama is sometimes seen as a branch of literature because plays, like literature, are often printed in book form. However, there is an important difference between the two forms. Unlike a novel, a play is written to be performed

and the script of a play is not a finished work; it is an outline for a performance. The physical production of the play-the scenery, lighting and costumes-will affect the performance and so will the actors. How the actors interpret their roles greatly influences the play's effect on the audience.

The basic encounter in theatre is between the performers and the audience. This is a special type of encounter because the performers are playing other people, characters. Moreover, the characters are part of a human story that has been written by a dramatist. *This combination of elements distinguishes theatre from other art forms.*

Theatre has several other distinctive characteristics. *First*, the subject-matter of theatre is always human beings. *Second* theatre is universal-there is an impulse toward creating theatre in all societies. *Third*, theatre is transitory in nature-a play is an event that occurs through time. *Finally*, theatre is set apart by its basic elements: audience, performers, director, dramatist, purpose, viewpoint and setting.

Human beings and human concerns are always the subject-matter of drama, even when the performers play animals, objects, or abstract ideas. In the medieval play *Everyman*, some of the roles are abstract ideas such as Beauty, Knowledge and Strength. The central character is Everyman, a human character and the subject is death arriving before we want it to come-a *theme* that is universal to humans. The focus of drama is on human beings, even though different human concerns have been emphasized in different plays. In view of the human - centered quality of theatre, it is not surprising that the impulse toward theatre is universal.

- (a) How does the art of theatre convey a message ? 2
- (b) How does a play differ from a novel ? 2
- (c) What is the major contribution of actors in a play ? 2
- (d) In what way is theatre human centered ? Explain with reference to the passage. 2
- (e) Which word in paragraph 3 is similar in meaning to 'a person in a play' ? 1
- (f) Which word in paragraph 4 is the antonym of 'Permanent' ? 1
2. Write an online complaint about the non-receipt of your ADHAR card which was processed 6 months back. 10
3. Which do you understand by the term 'Event Planning' ? As an event manager think of a business event and write how you would organise it ? 10
4. You are an executive in a high profile company and your job requires frequent travelling. Make an exhaustive list of the do's and don'ts for travelling by air. 10
5. As a personnel manager you have to chair a departmental meeting in your company. What are the things you would keep in mind for conducting a smooth and successful meeting ? 10
6. (a) Frame questions to which the following may be the answers : 5
- (i) I like to read books on health and happiness.

- (ii) My favourite actor is Shah Rukh Khan.
- (iii) Usually I travel by bus.
- (iv) I spend my leisure time in chatting with my friends.
- (v) India became a Republic on January 26, 1950.

(b) Rewrite the following sentences correctly : 5

- (i) May I know your good name ?
- (ii) My father is in the teaching line.
- (iii) I am having all the novels of Jane Austen.
- (iv) My trouser needs repair.
- (v) He scored cent percent marks in English.

(c) Fill in the blanks choosing the suitable word from the brackets : 5

- (i) One should never give unsolicited _____ (advice/advise)
- (ii) The car collided with a _____ (stationary, stationery) vehicle.
- (iii) Loud noises _____ (effect, affect) our health adversely.
- (iv) He is living a _____ (luxuriant, luxurious) life.
- (v) Let _____ (peace, piece) prevail everywhere !
