

[4]

Q. 3. Write a detailed note on notice, agenda and minutes of meeting. What is the significance of notice, agenda and minutes in conducting a meeting?

OR

What is a resume? Prepare a resume for the post of a computer operator.

Q. 4. Describing audio –visual aids, various audio-visual aids, write a note on the importance of audio-visual aids in presentation.

OR

What are the main characteristics of group discussion? Describe the types of group discussion.

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[1]

ROLL NO.....

ENG. 205/21

II SEMESTER EXAMINATION, 2021

M.A. (ENGLISH)

PAPER-V

LANGUAGE MANAGEMENT AND COMMUNICATION SKILLS

TIME: 3 HOURS

MAX.- 80

MIN.- 16

Note: The question paper consists of three sections A, B & C. All questions are compulsory.

Section A- Attempt all MCQ questions

Section B- Attempt one question from each unit.

Section C- Attempt one question from each unit.

SECTION 'A'

2 × 8 = 16

Multiple Choice Questions

- The smallest unit which makes up spoken language is -
(a) Phonemes (b) Vocabulary
(c) Fluency (d) Comprehension
- Which of the following is not included in reading -
(a) Skimming (b) Sparing
(c) Skipping (d) Scanning
- What should be the length of précis writing-
(a) 1/2 of the actual text (b) 1/3 of the actual text
(c) 1/5 of the actual text (d) 1/6 of the actual text
- Which of the following is not essential for developing a paragraph -
(a) Unity (b) Coherence
(c) Using short sentences (d) Logical development

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5. ----- is also called a docket or a schedule -
(a) Notice (b) Meeting
(c) Agenda (d) Minutes
6. Functional, chronological, combination are the types of -
(a) Review (b) Agenda
(c) Resume (d) Meeting
7. In a group discussion, we should be -
(a) assertive (b) dominating
(c) ignorant (d) subjective
8. A conference is not attended by -
(a) Invited guests
(b) Common people
(c) Permitted observers
(d) People with common interests

SECTION 'B'

$4 \times 6 = 24$

Short Answer Type Questions

- Q.1.** What is reading? What are the various purposes of reading?

OR

What are the characteristics of efficient reading?

- Q.2.** What is, precis writing? What are do's and don'ts of precis writing?

OR

What are the qualities of a good advertisement?

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- Q.3.** How should a film reviews be written?

OR

What guidelines should be followed for writing the review of a book?

- Q.4.** What is group discussion? What is the purpose of group discussion?

OR

What points should be kept in mind for designing a presentation?

SECTION 'C'

$4 \times 10 = 40$

Long Answer questions (Word limit 400-450 words.)

- Q. 1.** What are five pillars of reading? Describe them.

OR

On the basis of speed, what are the types of reading? Suggest some points to read a matter at faster speed.

- Q. 2.** What do you understand by paragraph development? Which things should be kept in mind while developing paragraph?

OR

What do you understand by note taking and note making? Write the difference between note taking and note making?