

Total No. of Questions : 07

COMMUNICATIVE ENGLISH-II

Subject Code : BCS-209

M.Code : 71514

Max. Marks : 60

1. **SECTION-A is COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **SIX** questions carrying **TEN** marks each and a student has to attempt any **FOUR** questions.

SECTION-A

1. Write short notes on :

- a) What is communication?
- b) Explain the importance of body language while delivering presentation.
- c) What is PPT?
- d) What is curriculum vitae?
- e) What is biographies?
- f) What do you understand by project writing?
- g) What are the characteristics of effective communication?
- h) Explain the importance of reading and writing skills.
- i) What to you understand by Memos?
- j) What do you understand by Notices?

SECTION-B

2. How to write an effective business report and explain its importance?
3. Explain the need of good word power in professional life. And explain the difference between formal and informal communication
4. Write an E-mail on role played by ISRO scientist in the development of the country.
5. Write a leave application and convey to your office by E- mail.
6. Write a letter of application together with your Curriculum Vitae (CV) for a job in response to the following advertisement :

Position : sales man

Job description : Attending customers, answering enquiries of customers

Requirement : Graduate in marketing, good communication skill, fluency in English, Hindi.

7. Discuss the features of an effective business letter.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.