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| 2. Attempt any <i>two</i> of the following questions :— | 16 |
| (a) State the advantages and disadvantages of formal Communication. | |
| (b) Explain the barriers in Communication. | |
| (c) Write the contents of effective Communication. | |
| 3. Solve any <i>two</i> :— | 16 |
| (a) Explain the types of tenses with example. | |
| (b) What are the auxiliary verbs ? Explain with examples. | |
| (c) State the importance of grammar in learning English. | |
| 4. Explain any <i>four</i> of the following :— | 16 |
| (a) Non verbal Communication | |
| (b) Formal Communication | |
| (c) Barriers in Communication | |
| (d) Vertical Communication | |
| (e) Horizontal Communication. | |
| 5. Solve any <i>two</i> of the following questions :— | 16 |
| (a) Write a welcome speech on the occasion of 'Teacher's Day'. | |
| (b) Write a speech on 'My idea of Social Service'. | |
| (c) Write a Memo to your Junior Clerk for his absence on duty without prior permission. | |
| 6. Attempt any <i>two</i> of the following :— | 16 |
| (a) Develop formal conversation on any one topic. | |
| (b) Explain direct and indirect speech with examples. | |
| (c) Describe your college about 5-10 lines. | |
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