

Vidya Vikas Mandal's

Shree Damodar College of Commerce & Economics, Margao-Goa

FYBBA/FYBBA(FS), Semester I, Semester End Assessment, NOVEMBER 2023

AEC- ENG-151-Communicative English: Spoken and Written (OA-38, NEP 2020)

Duration:01 hour

Maximum Marks: 40

Instructions:

- 1) *Start each question on a fresh page.*
- 2) *Figures to the right indicate maximum marks.*

Q1. Answer each question in about 150 words (4x 2= 08 Marks)

A. List any two skills required in Group Discussion and their importance.

B. State the difference between Informal and Business letters. (Any two points)

Q2 A. Explain in detail the role of non-verbal communication. (08 marks)

OR

Q2 B. Describe in detail the benefits of Email-Correspondences. (08 marks)

Q3 A. Identify any two verbal skills required in the Interview. (04 marks)

Q3 B. Differentiate between Newsletter and Magazine report. (04 marks)

Q4 A. You are Raju Dutta, applying for a part-time job with an attachment of CV in an area related to your interest. Prepare a Cover Letter for the same. (08 marks)

OR

Q4 B. You are Salman Shaikh, a resident of Comba, Margao. The potholes on the road in your area have caused multiple problems. Prepare a complaint letter to PWD, Margao-Goa. (08 marks)

Q5 A. Given below is an outline of a motivational speech. Rearrange the points and re-write a meaningful speech in about 350-400 words. (08 marks)

a) I also thought about what I wanted to say and what I needed to say.

- b) What does your college degree mean? It means you may have more expertise in what your degree is in
- c) I welcome you all gathered here on this occasion of National Education Day on 11th November.
- d) But is your degree worth in the job market out there today?
- e) Make it an active part of who we are and live it. Thank you.
- f) Number two, impossible is the irrelevant word in the dictionary.
- g) Number one, life is not easy.
- h) Number three, define success for yourself.

OR

Q5 B. You are invited as a chief speaker on the occasion of *International Day of Tolerance* on 16th November. Write a speech for the same. (08 marks)

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