

Day and Date:day, .../.../2022

Seat No:

Time: ----- to -----

Max. Marks- 50

Instructions:

- i. Read the instructions carefully.
- ii. Question No. 1, 2 and 4 are compulsory.
- iii. Figures to the right indicate full marks.

BTL	COs	Q. No.		Marks
		Q.1	Attempt the following questions.	12
2	CO 1	A.	Define the term ' <i>communication</i> ' and explain the process of communication with a proper diagram. Unit: 1	4
2	CO 1	B.	Explain the types of communication according to direction. Give apt examples with a proper diagram.	4
2	CO 1	C.	Define the term ' <i>communication barrier</i> ' and explain major communication barriers.	4
		Q.2	Attempt the following questions.	14
3	CO2	A	Fill in the blanks.	6
		1	He is pursuing his M.B.A. from University in Delhi (Use suitable article)	
		2	Champion, the pampered dog, sat the car. (Use suitable preposition)	
		3	They the territory when the bomb went off. (patrolled/are patrolling/were patrolling)	
		4	I leave; I am getting late. (Use appropriate Modal)	
		5	We really enjoyed lunch she offered us. (Use suitable article)	
		6 his soul live in eternal peace. (Use appropriate Modal)	
3	CO2	B	Do as directed.	8
		1	Friction reduces the efficiency of machines. (Change the voice)	
		2	A computer performs fast and accurate calculations. (Change the voice)	
		3	"You have come first in your class," my friend told me. (Change into indirect speech)	
		4	"Open the door," the little boy said to his mother. (Change into indirect speech)	
		5	Everest is the highest mountain in the world. (Change the degree)	
		6	Gandhiji was one of the greatest leaders. (Change the degree)	
		7	They have accepted the invitation for the party. (Change into negative without changing the meaning)	
		8	This shop does not sell cheap articles. (Change into affirmative without changing the meaning)	

3	CO2		C	Punctuate the following using suitable punctuation marks. 1 Have you finished your meal 2 Oh I have forgotten the keys 3 Whats wrong with you asked he 4 Alas he is no more		4
			Q.3	Attempt any Two of the following questions.		12
3	CO3		A	Write an essay in about 300 words on the following topic. Value of Discipline in life.	Unit: 3	6
3	CO3		B	Write a paragraph in about 250 words on the following topic. Peace cannot be attained through violent means.		6
3	CO3		C	Write a dialogue between two friends talking about the advantages and disadvantages of <i>online education system</i> .		6
			Q.4	Attempt any Two of the following questions.		12
3	CO4		A	Write a letter of enquiry (in full block form) to the Manager, Arihant Trading Corporation enquiring about the HP Pavilion Desktop computers. Assume the necessary details.	Unit: 4	6
3	CO4		B	As a Class Representative write a simple application letter to the Principal of your institute regarding <i>Shivjayanti Festival</i> that your class is going to organize in the campus.		6
3	CO4		C	Suppose you want to take educational loan from City Bank. Write an email to the Credit Manager of City Bank, Mumbai requesting him to send you details regarding educational loans.		6