

Vidya Vikas Mandal's
Shree Damodar College of Commerce & Economics, Margao-Goa
FY B. Com, Semester-I, Semester End Examination (OA 38) November 2023
Communicative English (ENG-151 NEP-2020)

Duration: 1 hour

Max Marks: 40 marks

- Instructions:** * Question number 1 is compulsory
* Answer **any one** option from Questions 2, 4, & 5
* Question number 3 (A & B are compulsory)

Q 1. Answer the following:

(4x2= 8 marks)

- a. Define Non-verbal communication and explain its importance in conveying messages.
- b. Name two different types of public speaking in a sentence each with examples.
- c. Differentiate between a Group Discussion and a Debate.
- d. Discuss any four email etiquettes to be followed when writing a formal email.

Q 2 A. Discuss the different types of formal Reports in a sentence each.

(8 marks)

OR

Q 2 B. Define the terms Pronunciation, Diction, Articulation, and Intonation and their importance in Communication.

(8 marks)

Q 3 A. Define a Report and its importance in workplace communication.

(4 marks)

Q 3 B. State the characteristics of a formal Report

(4 marks)

Q 4 A. Write an email to your Principal asking her to issue a Leaving certificate as you are relocating to another state.

(8 marks)

OR

Q 4 B. Draft an Order letter with the necessary details to Shanaya Tech for 10 laptops for your lab.

(8 marks)

Q 5 A. As a member of the Infrastructure Committee, write a Report to your Principal about the need for proper parking space in the College.

(8marks)

OR

Q 5 B. Explain the steps involved in preparing and organizing a speech

(8 marks)
