

6. (a) Write a detailed note on non-verbal communication.

(b) Write a job application for the post of manager. Enclose your resume.

(c) Explain the essentials of good sentences.

No. of Printed Pages : 04

Following Paper ID and Roll No. to be filled in your Answer Book

PAPER ID : 39805

Roll No.

to be filled in your Answer Book.

**B.Tech. / B.Sc. (Hons.) / BA (J & MC)
/ BCA Examination, 2024-25**

(Odd Semester)

COMMUNICATIVE ENGLISH

Time : Three Hours] [Maximum Marks : 60

Note :- Attempt all questions.

SECTION-A

1. Attempt all parts of the following : $8 \times 1 = 8$

- (a) Define the term recipient.
- (b) Cliche.
- (c) Lateral communication.

J.P.T.O.

- (d) Give synonym of "Stress".
- (e) What do you mean by chronemics?
- (f) Give one example of homonyms.
- (g) Give two qualities of a good listener.
- (h) What is a paragraph?

SECTION – B

2. Attempt any two parts of the following : $2 \times 6 = 12$

- (a) What is active listening? Explain the three and five steps of active listening in details.
- (b) "Critical thinking involves a complex combination of skills". Justify statement.
- (c) Explain the process of communication clearly in detail.
- (d) Difference between listening and hearing.

SECTION – C

Note :- Attempt all questions. Attempt any two parts from each questions.

$$8 \times 5 = 40$$

- 3. (a) Explain the following terms in detail :
 - (i) Audience and locals
 - (ii) Public speaking
 - (iii) Intrapersonal barriers
- (b) What is icebreaking? Discuss in detail.
- (c) What is the effective flow of communication in an organisation? Explain clearly.
- 4. (a) Explain the four types of word formation.
- (b) Discuss in detail the various techniques used in paragraph development.
- (c) What is technical report? What is the importance of reports? Discuss.
- 5. (a) What are the seven C's of effective communication? Explain.
- (b) What are the types of speech delivery? Explain elaborately.
- (c) Explain methods of paragraph writing.