

TILAK MAHARASHTRA VIDYAPEETH
Bachelor of Social Work (B.S.W.)
DECEMBER/JANUARY- 2024-25

Second Semester

Subject : Communicative English (Ability Enhance Course) (BSW23-205)

Date: 01/01/2025

Marks: 30

Time: 2.00 pm to 3.30 am

Instructions: 1) All questions are compulsory

Q.1 Fill in the blanks by choosing correct alternative

(05)

1. Which of these is used as a form of greeting for business people?
a) Dear Nitin b) Dear Sir c) Dear Father d) None of these
2. The basic paragraph consist of ----- parts.
a) 3 b) 2 c) 1 d) none of these
3. A topic sentence is the central idea of each paragraph usually appearing at the beginning of paragraph.
a) True b) False c) both a and b d) none of these
4. The report is always written in --- manner.
a) Factual b) Horizontal c) Biased d) None of these
5. ---- Sun is shining in the sky.
a) a b) an c) the d) no aticle

Q.2 Answer in brief (Any one)

(10)

- 1) Explain the outline of report writing.
- 2) Explain the different types of paragraph with examples.
- 3) Evaluate different forms of writing.

Q.3 Short notes (any three)

(15)

- 1) Types of report.
 - 2) Essentials of effective report.
 - 3) Write a report for the social issue as a social worker.
 - 4) Preparation for report writing.
 - 5) Importance of comprehension.
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