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Bachelor of Social Work (B.S.W.)
DECEMBER - 2024
Third Semester
Sub : Communicative English (BSW23-306)

Date: 24/12/2024

Marks: 30

Time: 10.00 am to 11.30 am

Instructions: 1) All questions are compulsory

Q.1 Fill in the blanks by choosing correct alternative (05)

1. Business letters fall under the category of _____
a) informal letters b) non-formal letters c) formal letters d) none of these
2. Memos are used for instant communication between co-workers – true or false?
a) true b) false c) partially true d) partially false
3. _____ is prepared before the meeting to list items to be discussed or acted upon.
a) agenda b) minutes c) letter d) memo
4. Minutes must be written in _____
a) passive voice b) indirect speech c) past tense d) all of these
5. 'Dear Sir' is an example of _____
a) salutation b) subscription c) signature d) none of these

Q.2 Answer the following in detail: (Any one) (10)

- 1) Tips for resume writing
- 2) Write a letter applying for the post of social worker at JHP Hospital. You have two years of experience and want a more challenging opportunity.
- 3) Features of e-communication

Q.3 Write Short Notes: (Any three) (15)

- 1) Components of a resume
- 2) Types of emails
- 3) Any five differences between a CV and a resume
- 4) Guidelines for writing minutes of the meeting
- 5) Precautions that social workers must take while using technology for e-communication
