

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

Third Semester

Sub : Advance English (Ability Enhance Course) (25 CP 3.4)

Date: 20/12/2024

Total marks: 60

Time: .2.00 pm to 4.30 pm

Instructions: 1) Figures to the right indicate full marks. 2) All questions are compulsory.

Q.1 Fill in the blanks by choosing correct alternative (10)

1. Minutes are used to describe -----.
a) Agenda b) Gossips c) Decisions taken d) Distractions
2. What is a list items to be discussed or acted upon at a meeting?
a) Agenda b) Minutes c) Circular d) None of these
3. Which of these is not a type of letter?
a) Informal b) Business c) Application d) Musical
4. Which of these is not part of letter?
a) Date b) Greeting c) Photo d) Signature
5. Technical writing demands ----- use of language.
a) Figurative b) Factual c) Poetic d) Dramatic
6. Which of these must be avoided technical communication?
a) Facts b) Grammar c) Personal feeling d) Punctuation
7. The CV should be written in ----- language.
a) Formal b) Informal c) Slang d) None of these
8. The first language which we learn or speak as a child.
a) Mother tongue b) Dialect c) Vernacular d) Jargon
9. ----- mean communication without words.
a) Verbal b) Non-verbal c) Oral d) Written
10. Which of the following is not the component of communication?
a) Sender b) Receiver c) Translator d) Message

Q.2 Answer in brief (Any two) (20)

- 1) What is the importance of circular and memo writing?
- 2) Mention the guidelines for writing effective agenda.
- 3) What is the importance of minutes writing? And mention the format of minutes.

Q.3 Answer any one of the following. (Any one) (15)

- 1) Explain the types of curriculum vitae. And prepare your own CV for job.
- 2) Explain the types of Letter and the features of Letter writing.
- 3) Explain the technical communication.

Q.4 Short notes (any three) (15)

- 1) Format of an agenda.
- 2) Guidelines for writing effective resume.
- 3) Features of letter writing.
- 4) Components of letter writing.
- 5) Guidelines of E-mail writing.