

TILAK MAHARASHTRA VIDYAPEETH
Bachelor of Social Work (B.S.W.)
MAY - 2025
Third Semester
Sub : Communicative English (BSW23-306)

Date: 28/05/2025

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. A memo must be _____.
a) brief b) lengthy c) informal d) none of these
2. _____ letters are written for business purposes.
a) formal b) informal c) semi-formal d) non-formal
3. Technology can be used in social work to gather and assess data - true or false?
a) true b) false c) partially true d) partially false
4. _____ is prepared prior to the meeting to list items to be discussed.
a) memo b) report c) essay d) agenda
5. 'Yours faithfully' 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) Discuss the role of technology in communication.
- 2) What are the essentials of business communication?
- 3) Write a letter to apply for the post of social worker at Titan Foundation, Ahmedabad. The foundation works towards women empowerment.

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

- 1) Components of a cover letter
 - 2) Difference between formal and informal mails
 - 3) Agenda
 - 4) Circular
 - 5) Memo
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