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Bachelor of Social Work (B.S.W.)

MAY- 2026

Second Semester

Subject : Communicative English (BSW23-205)

Date: 25/05/2026

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 the following is NOT a feature of good writing?
a) clarity b) complexity c) conciseness d) coherence
2. The first sentence of a paragraph is usually the topic sentence - true or false?
a) true b) false c) partially true d) partially false
3. In a formal report, which section comes after the conclusion?
a) Introduction b) Abstract c) Methodology d) Recommendations
4. What is the primary function of a concluding sentence in a paragraph?
a) To introduce a new idea b) To provide more evidence c) To ask a question d) To summarize or restate the main point
5. Which of these should be avoided in formal writing?
a) personal opinions b) formal tone c) clear language d) none of these

Q.2 Answer in brief (Any one) (10)

- 1) Discuss the types of reports with the help of a tree diagram.
- 2) Explain the importance of division of content in writing.
- 3) Read the following passage and answer the questions that follow it.

The advantage of early rising is the good start it gives us in our day's work. The early riser has done a large amount of hard work before other men have got out of bed. In the early morning, the mind is fresh, and there are few sounds or other distractions, so the work done at that time is generally well done. In many cases, the early riser also finds time to do some exercise in the fresh morning air, and this exercise supplies him with a fund of energy that will last until the evening. By beginning so early, he knows that he has plenty of time to thoroughly do all the work he can be expected to do and is not tempted to hurry over any part of it. All his work being finished in good time, he has a long interval of rest in the evening before the timely hour when he goes to bed. He gets to sleep several hours before midnight, at the time when sleep is most refreshing and after a sound night's rest rises early next morning in good health and spirits for the labors of a new day.

It is very plain that such a life as this is far more conducive to health than that of the man who shortens his waking hours by rising late, and so can afford in the course of the day little leisure for necessary rest. Anyone who lies in bed late must go on working to a correspondingly late hour, and deny himself the hour or two of evening exercise that he ought to take for the benefit of his health. But, in spite of all his efforts, he will probably not produce as good results as the early riser, because he misses the best working hours of the day.

- a) Give a suitable title to the passage. (1)
- b) What is the advantage of rising early? (2)
- c) Why is the work done in the early morning well done? (2)
- d) Why is the early riser not tempted to hurry over his day's work? (2)
- e) Find words from the passage that mean (1) simple (2) free time (3) usually (3)

Q.3 Short notes (any three) (15)

- 1) Importance of proofreading and editing
- 2) Express your opinion on 'A moment that changed my life'
- 3) Narrative writing
- 4) Dos and don'ts of writing
- 5) Laboratory reports