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Bachelor of Social Work (B.S.W.)
JUNE - 2026
Third Semester
Sub : Communicative English (BSW23-306)

Date: 02/06/2026

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. A circular is usually used to _____.
a) Provide feedback b) Issue internal communication on a single person c) Announce information to a large group d) Record meeting discussions
2. Which of these is a feature of a formal letter?
a) emoticons b) informal tone c) professional language and format d) use of slang
3. 'Dear Ma'am' is an example of _____.
a) salutation b) subscription c) signature d) none of these
4. An agenda is prepared prior to the meeting to list items to be discussed - true or false?
a) true b) false c) partially true d) partially false
5. What is the main purpose of a memo?
a) To communicate externally b) To advertise a product c) To communicate within an organization d) none of these

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

- 1) Prepare a circular for BSW students informing them about the change in field work schedule.
- 2) Write a letter to apply for the post of social worker at Sevabhav, an NGO that works towards tribal literacy.
- 3) What role does technology play in communication?

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

- 1) Circular
 - 2) Types of mails
 - 3) Components of a resume
 - 4) Features of letter writing
 - 5) Memo
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