

Dr. Babasaheb Ambedkar Open University

Term End Examination January-2022

Course	: B.A.	Date	: 13/02/2022
Subject Code	: ENGC0M 202	Time	: 04:00pm to 06:00pm
Subject Name	: Compulsory English	Duration	: 2 Hours
		Max. Marks	: 50

- Q.1** (a) What do you know about Interview? Discuss various types of Interview. **10**
OR
(b) What is nature and characteristics of Group Discussion?
- Q.2** (a) Discuss the significance and structure of Report in professional communication **10**
OR
(b) Discuss various types of essays in detail.
- Q.3** (a) What are the guidelines for creating a well-developed research proposal? **10**
OR
(b) What one should keep in mind for effective presentation?
- Q.4** Write a short note (Any Two) **10**
(1) Transitive and Intransitive Verbs
(2) Open and Close Ended Questions
(3) Preparing a presentation
(4) Any six advantage of telephonic communication
(5) Homophones with examples (any six)
- Q.-5** Fill in the gaps choosing appropriate options from the given below. **10**
1. Fear of confined places is known as _____
(a) creche (b) morgue (c) claustrophobia (d) octagon
2. Slouching is the sign of _____ body language
(a) strong (b) powerful (c) effective (d) flimsy
3. Listening Skills is trifling part of Group Discussion. The sentence is _____
(a) true (b) false (c) May be (d) Can't say
4. They said that they _____ (take) exercise.
(a) Have taken (b) Had taken (c) Have take (d) Has takes
5. _____ is *not* the purpose of Group Discussion.
(a) Sharing ideas (b) sharing information (c) Sharing thoughts (d) Sharing emotions
6. _____ Essay attempts to compel the readers to see the world from the author's viewpoint.
(a) Descriptive (b) Analytical (c) Argumentative (d) Exploratory
7. The _____ is a set of questions which are used to gather / collect data.
(a) debate (b) discussion (c) questionnaire (d) Exam
8. _____ reports are more detailed and the layouts of these reports are set as per the established conventions.
(a) Semi-Formal (b) Formal (c) Casual (d) Routine
9. _____ by Simon Sinek is about how great leaders communicate effectively.
(a) How to Speack (b) Start With Why (c) Great Speeches (d) Great Leaders
10. Date on which accounts for buying and setting are settled is called _____
(a) meagre (b) slump (c) Stray date (d) settlement date