

Dr. Babasaheb Ambedkar Open University
Term End Examination August-2022

Course	: SYBA	Date	: 29/08/2022
Subject Code	: ENGM-05	Time	: 03:00pm to 06:00pm
Subject Name	: Main Paper - 05 (Communication Skills in English-01)	Duration	: 3 Hours
		Max. Marks	: 70

- Q-1** (A) What is a memo? How it is different from letters? **12**
OR
(B) In which situations usually we write memo? Explain with example.
- Q-2** (A) What are the essentials of a formal letter? **12**
OR
(B) Write a letter to your friend inviting him for a birthday party of your younger brother.
- Q-3** (A) What is the format of formal report? **12**
OR
(B) What is telegram? What is the difference between telegrams and telexes?
- Q-4** (A) Develop an informal conversation about inviting a friend to your house and giving directions as to how to get there. **12**
OR
(B) What are the types of report?
- Q-5** **Write short note on any two of the following.** **12**
1. Letters of request
2. Speech of condolence
3. Difference between debate and discussion
4. Preparation for the interview
5. The dos and don'ts for the Minutes of Meeting.
- Q-6** **Fill in the blanks with appropriate options.** **10**
1. Information in a business report should be accurate and unreliable. The sentence is _____
A true B false C may be D not decided
2. English is the language of England. . The sentence is _____
A true B false C may be D not decided
3. _____ is a vital key word in communication.
A code B commune C message D A and B both
4. Skills consists of a general knowledge and all kind of abilities. The sentence is _____
A true B false C may be D not decided
5. In a Formal letter one might write a letter to someone whom she/he doesn't know. The sentence is _____
A true B false C may be D not decided
6. _____ from the billow options is not a part of a formal report.
A summary B list of tables
C title page D addresses and locations of employees
7. People in business make use of the _____ very frequently.
A telegram B telephone C fax D memo
8. Body language is important part of public speaking. The sentence is _____
A true B false C may be D not decided.
9. Usually in _____ speech , one must refer to the cause of grief.
A farewell B welcome C condolence D inauguration
10. While speaking, one must be humble and courteous to your listeners. The sentence is _____
A true B false C may be D not decided.