PRN:		Course Code :	UCM002

First Year B.Sc. (AHS) (FST & MLT)

English and Communication Skills

Day and Date: 5 JUN 2024, Wed Max Marks: **100**

Time : 10:30AM To 01:30PM Duration: **03** hrs

Instructions: All questions are compulsory.

		Marks	Bloom's Level	CO
Q.1	**Attempt the following**			
a)	State different barriers to communication and suggest various ways to overcome them.	08	1	1
b)	Identify various types of body language.	08	1	1
c)	Explain flows and networks of communication.	09	2	1
	or			
d)	What is the grapevine network of communication? Discuss in detail various types of it.	09	2	1
Q.2	**Attempt the following**			
a)	**Answer the short questions (2×4)** i. Nouns ii. Verbs iii. Pronouns iv. Prepositions	08	1	2
b)	**Do as Directed:** i. Do the morphological analysis of the following words (Any four): **unknown, playing, unethical, modification, internationally**	08 04	2	2
	ii. Do the syntactic analysis of the given clauses and find out pattern of clauses (SPCOA). a. He plays cricket. b. She is happy. c. Smriti is in the classroom. d. Sarvesh gave me his pen.	04		
c)	**Do as Directed:** i. Shreya had worked very hard. (Change into Present Perfect Tense) ii. Riya opens a saving account in Canara Bank. (Change into passive voice) iii. Manoj said, "He will attend the classes." (Change into an indirect speech)	09	2	2

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iv. A new car is bought by Nilesh.
(Change into active voice)
v. Write synonyms of the following: **remote**
vi. Use the correct form of the verb given in the bracket:
Ajay_____ Delhi next month. (visit)
vii. Write antonyms of the following : **ancient**
viii. Choose the appropriate word to fill in the blanks:
The ……of school is retiring this year. (principle/principal)
ix. State the meaning of the following phrasal verb and use them in your own sentence : **Give up**

or

d) **Do as Directed:** 09 2 2
i. Fill in the blanks with suitable preposition:
Pratik wants to stay __ home.
ii. Rewrite the following sentence using appropriate article:
Anisha wants to become ___engineer.
iii. Rewrite the following sentence after correcting the grammatical error: If I was the Prime Minister of India, I would not have demonetized the old currency.
iv. Make an adjective from the following word: **emotion**
v. Make a noun from the following word: **lend**
vi. Make a verb from the following word: **beauty**
vii. Complete the following sentence using an appropriate verb form: Akshay has..... very fast.(run / ran)
viii. Correct the Mistake: I and my friend will go to Mumbai.
ix. Fill in the blanks using the right choice given in brackets.
We must try our best to … (caste /cast) away all prejudices.

Q.3 **Attempt the following**

a) Explain the process of listening and state barriers to effective listening 08 2 3

b) Discuss the structure of presentation and various techniques used for the effective Business Presentation. 08 2 3

c) Describe how G.D is different from debate and state various stages involved in the GD. 09 1 3

or

d) Identify different manners and etiquettes to be maintained during an interview. 09 1 3

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Q.4 **Attempt the following**

a)	Illustrate various techniques and strategies of effective reading skill with special emphasis on SQ3R technique	08	3	4
b)	Draft the notice and agenda for a meeting of Board of Directors of Mahalaxmi Agro Pvt. Ltd. Kolhapur. Also, draft minutes of the meeting with the following resolutions. i) Appointment of C.A. ii) Procurement of raw materials iii)Appointment of legal adviser	08	3	4
c)	Write a letter on behalf of Sanjay Ghodawat University, Kolhapur to S.S. Furniture, Gandhinagar, Kolhapur requesting them to send quotation for office furniture **(Use Block Letter Format)**	09	4	4
	or			
d)	You are a science graduate. You would like to apply for the job of Lab Assistant in reputed pharmaceutical firm at Pune. Write a cover letter with resume to the H.R. Eisen Pharma, Pune applying for the job. Attach your resume with it.	09	4	4

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