

BV (1)/CE-1.1/16 (C)

B.Voc First Semester Exam., 2016

COMMUNICATIVE ENGLISH—I

Paper : G-1.1

Full Marks : 40

Time : 2 hours

*The figures in the margin indicate full marks
for the questions*

1. Answer any *five* of the following : 1×5=5

- (a) What is communication?
- (b) What is the full form of e-mail?
- (c) What are the four basic language skills?
- (d) Give an example of group communication.
- (e) Mention one barrier of communication.
- (f) When do we use gesture and body language to communicate?

2. Answer any *five* of the following : 2×5=10

- (a) What is one-way communication?
- (b) What is effective communication?
- (c) What is formal communication?

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(Turn Over)

- (d) What is a memo?
- (e) What is non-verbal communication?
- (f) What do you mean by communication barriers?
- (g) What is the purpose of sales letter?

3. Answer any *three* of the following questions :

5×3=15

- (a) Discuss the measures to make oral communication effective.
- (b) Distinguish between verbal and non-verbal communications.
- (c) Write a note on semantic barriers of communication.
- (d) What are the functions of a business letter?
- (e) What is external communication? Discuss the various types of external communication briefly.

2+3=5

4. Answer any *one* of the following questions : 10

- (a) What is an office order? Draft an order asking employees to avoid smoking in the office premises.
- (b) What is group communication? How can it be made effective?
- (c) What is written communication? Discuss its advantages and disadvantages.
