

**838**  
**B.A. (Final Year)**  
**Examination 2010**  
**EEG-03**  
**(Elective Course)**  
**Communication Skills in English**

Time : 3 Hours

Maximum Marks:70

Attempt all questions.

- 1 . Write short notes on the following: **10 Marks**
  - (a) Writing the minutes of a meeting
  - (b) Preparing for a debate
  
2. Answer any **one** of the following: **10 Marks**
  - (a) You have lost a bearer cheque. Write a letter to the manager of the bank instructing him to stop payment of the cheque.  
OR
  - (b) You and your family have just spent a vacation with some friends. Write a letter thanking them for the good time you had.
  
3. Answer **one** of the following: **10 Marks**
  - (a) Write a telephone conversation of about 100 words in which you are speaking to a hotel manager asking for a booking in his hotel.  
OR
  - (b) Write a conversation of about 100 words, with one person inviting the other to his house and giving directions as to how to get there.
  
4. Answer **one** of the following **10 Marks**
  - (a) Write a brief speech of about 100 words bidding farewell to a colleague.  
OR
  - (b) Write a letter to the editor of a newspaper about the lack of parking space in your town.
  
5. Answer **one** of the following **10 Marks**
  - (a) Briefly describe the difference in the way people listen to each other in everyday conversation and the way in which they listen to the radio.  
OR
  - (b) What are the main stages in making a Documentary Programme.
  
6. Write an informal note to your friend apologizing for not being able to meet him as planned. **10 Marks**
  
7. Fill in the blanks: **10 Marks**
  - (i) A \_\_\_\_\_ consists of a series of horizontal or vertical bars drawn parallel to each other along a scale of measurement.
  - (ii) The word travelogue refers to a talk or film describing \_\_\_\_\_
  - (iii) In a radio play all scene changes are brought about entirely by means of \_\_\_\_\_
  - (iv) The three types of interviews are informative interviews, interpretative interviews and \_\_\_\_\_
  - (v) The term 'journal' refers to (i) a diary or (ii) a \_\_\_\_\_