

# Maulana Azad National Urdu University

## Programme: Undergraduate

II Semester Examination, August/September -2021

Paper Code: **BIEN201CCT** Paper Title: **Integrated Skills in English – I**

**Time: 3 Hours**

**Total Marks: 70**

Note: This question paper consists of two parts: Part - A and Part - B. Number of words to answer each question is only indicative. Attempt all parts.

**Part-A** contains 10 questions, of which students are supposed to answer **08** questions. Answer each question in approximately 100 words. Each question carries 05 marks. **(8x5=40 marks)**

**Part-B** contains 05 questions, of which students are supposed to answer **03** questions. Answer each question in approximately 250 words. Each question carries 10 marks. **(3x10=30 marks)**

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### Part-A

1. Describe the process of communication with a diagram.
2. Write a note on different non-verbal communication skills.
3. Mention the four types of the past tense with uses and examples.
4. Illustrate the four kinds of reading skills with suitable examples.
5. Discuss how you can improve your speaking skills in English.
6. Explain four major types of writing skills. Give an appropriate example for each type.
7. Draft an official notice about a webinar, with all the required details, for your department's notice board.
8. Define any five sections in a newspaper.
9. Compose an email apologizing to your teacher for late assignment submission.
10. Enlist some dos and don'ts to be followed during a job interview.

### Part-B

11. Discuss some strategies to overcome barriers to effective communication.
12. Illustrate four different types of sentences according to structure.
13. Enlist all the vowel sounds in English, with one example word for each sound.
14. Suggest some tips and tricks for effective participation in a formal group discussion.
15. Create your resume for a job immediately after your graduation.

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