

MAULANA AZAD NATIONAL URDU UNIVERSITY
Post Graduation
1st SEMESTER EXAMINATION, February 2022
Paper : PGEN101AET, Communicative English-I

Time: 2 hours

Max. Marks : 35 Marks

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

Part-A contains 08 questions, of which students are supposed to answer 05 questions. Answer each question in approximately 100 words. Each question carries 05 marks. (5x5=25 marks)

Part-B contains 02 questions, of which students are supposed to answer 01 question. Answer each question in approximately 250 words. Each question carries 10 marks. (1x10=10 marks)

Part-A

1. Write a short note on '*communication*'.
2. Briefly comment on the types of listening.
3. Comment on the significance of body language in oral communication.
4. Discuss different techniques of reading with examples.
5. Write a small paragraph on your favourite Urdu poet.
6. Briefly comment on the types of reading.
7. Write a short note on '*etiquette*'.
8. Write an email to the HoD informing him/her that you are sick and will be absent for one week.

Part-B (Essays)

9. "*Communication skills are an essential job requirement*" Substantiate your answer.
10. Write a letter to the Chief Warden of your hostel regarding the bad condition of your hostel and mess food.