

Maulana Azad National Urdu University

Programme: All P.G. Programmes

I Semester Examination, March-2023

Paper: PGEN101AET, Paper Title: Communicative English-I

Time: 2 Hours

Total Marks: 35

Part-A

Q.1: Study the following statements and mark True or False against each of them.

5 x 1 = 5 Marks

- i. Reading is a complex communicative process of receiving and interpreting the written word.
- ii. Techniques for motivating action in a sales letter may include offering an incentive.
- iii. The listener must adopt a careful strategy that enables him/her to understand the lecture.
- iv. Symbolic action is limited to verbal communication.
- v. Communication involves only words.

Part-B (Short Answer)

Note: Answer any Five (5) of the following questions (100 Words)

5 x 4 =20 Marks

2. Write a brief note on *intensive* and *extensive* reading.
3. Briefly comment on *informal communication*.
4. Give a short description of *non-verbal* communication.
5. Briefly explain the techniques of reading.
6. What are the different steps involved in the writing process?
7. Write a short note on the importance of listening.
8. Briefly comment on '*etiquette*'.
9. Write a letter to the HoD informing him/her that you are ill and will be absent for a week.

Part-B (Essays)

Note: Answer any One (1) of the following questions (250 Words)

1 x 10 =10 Marks

10. Write a detailed essay on the importance of conversation skills.
11. Write an email to the hostel warden regarding the bad conditions of your hostel.
