

MAULANA AZAD NATIONAL URDU UNIVERSITY
For All P.G. Students
III SEMESTER EXAMINATION, January 2023
Paper : PGEN301AET : Communicative English - II

Time: 2 hours

Max. Marks 35 marks

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

Part–A contains 05 compulsory questions of multiple choice/fill in the blank/very short answer type question. Answer all questions. Each question carries 01 mark. (5x1=5 marks)

Part-B contains 08 questions of which students are required to answer 05 questions. Answer each question in approximately 200 words. Each question carries 04 marks. (5x4=20 marks)

Part-C contains 02 questions of which students are required to answer 01 question. Answer each question in approximately 500 words. Each question carries 10 marks. (1x10=10 marks)

Part-A

1. Question.

- i. A report is a _____ and _____ account of a specific business or professional activity.
- ii. _____ and _____ are productive skills integrating both reading and writing skills.
- iii. A job _____ is a pre-arranged and planned conversation used for evaluating the suitability of a candidate for a particular position.
- iv. _____ is a systematic and purposeful interactive oral practice.
- v. Good conversation could be both _____ and _____.

Part-B (Short Answer)

2. Write a brief note on strategies for good conversation.
3. Describe the speech process.
4. Briefly discuss the mechanics of summarizing.
5. Write a short on the *Dos and Don'ts* of paraphrasing.
6. Discuss different methods of referencing.
7. Write a short note on pre-interview preparation of techniques.
8. Briefly comment on leadership functions in GD.
9. Write a brief note on organizing an oral presentation.

Part-C (Essays)

10. Write as many reasons as you can to state why oral presentation skills could be useful to you now or in the future.
11. Write an essay on the nature and importance of Group Discussions.