

Maulana Azad National Urdu University

Programme: All PG Courses

I Semester Examinations, November/December-2024

Paper Title: **Communicative English-I**

Paper Code: **PGEN101AET**

Time: **2 Hours**

Maximum Marks: **35**

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 **5** compulsory questions of multiple choice/fill in the blank/very short answer type question.

Answer all questions. Each question carries 1 mark.

(5x1=5 marks)

Part-B contains **08** questions of which students are supposed 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 supposed to answer 01 question. Answer each question in approximately 500 words. Each question carries 10 marks.

(1x10=10 marks)

Part-A

1. **Fill in the blanks with the correct answers from the given options.**

1. The word comprehension means _____. (a) thinking (b) understanding
2. _____ is the process of making changes to a text in order to prepare it for being printed.
(a) Composing (b) Editing
3. An example of a formal email is an email to a _____. (a) manager (b) friend
4. In an essay, background information of the topic is mentioned in _____.
(a) Introduction (b) Conclusion
5. An example of non-verbal communication is _____. (a) speech (b) smile

Part-B

2. **Read the following paragraph and answer the given questions.**

Abul Kalam Ghulam Muhiyuddin Ahmed bin Khairuddin Al-Hussaini Azad (11 November 1888 – 22 February 1958) was an Indian independence activist, writer and a senior leader of the Indian National Congress. Following India's independence, he became the first Minister of Education in the Indian government. He is commonly remembered as Maulana Azad. The word Maulana is an honorific meaning 'Our Master' and he had adopted *Azad (Free)* as his pen name. His contribution to establishing the education foundation in India is recognised by celebrating his birthday as National Education Day across India. (Source: Wikipedia)

- a. In which year did Maulana Azad pass away?
 - b. Name the political party Maulana Azad was associated with.
 - c. On which date is National Education Day celebrated in India?
 - d. After India's independence, what position did Maulana Azad hold in the Indian government?
 - e. Fill in the blank choosing an appropriate word from the given passage. A _____ name is a pseudonym adopted by an author, to be used in place of the real name.
3. Imagine you have low attendance due to a genuine reason. Write a formal letter to the Dean of your school requesting permission to sit for your exams. Include all necessary details in the letter.
 4. Define communication. Explain the two main types of communication.
 5. Discuss the importance of listening skills.
 6. Give some suggestions for improving English writing skills.
 7. Write a job application letter.
 8. Imagine you received the wrong product through an online delivery. Write a complete and meaningful telephonic conversation between you and the customer care representative.
 9. Discuss the different stages of the writing process.

Part-C

10. Compose an essay on the significance of spoken English.
11. Write an essay on the topic, "*Health is Wealth.*"
