

# Maulana Azad National Urdu University

Programme: BVoc

I Semester Examination, November/December -2024

Paper Title: English Communication Skills

Paper Code: BVEN111SET

Time: 3 Hours

Maximum Marks: 70

**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 **10** compulsory questions of multiple choice/fill in the blank/very short answer type question. Answer all questions. Each question carries 1 mark. **(10x1=10 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 06 marks. **(5x6=30 marks)**

**Part-C** contains **05** questions, of which students are supposed to answer 03 questions. Answer each question in approximately 500 words. Each question carries 10 marks. **(3x10=30 marks)**

## Part-A

### *1. Answer all questions in brief.*

- i. Name any two basic communication skills.
- ii. Mention any two uses of capitalization.
- iii. Name the two types of articles in English.
- iv. Name any two types of nouns.
- v. Write one sentence using the present perfect tense.
- vi. What are the two types of letter writing?
- vii. Give the correct spelling of these misspelled words: *grammer, docter, pateint, vacational courses*.
- viii. She . . . two books. (has/have)
- ix. Identify the silent letters in: *honest, doubt, pneumonia, and listen*.
- x. Define *thesis statement*.

## Part-B

2. Write a note on articles in English.
3. Write about any six punctuation marks by giving their names, symbols, and one use.
4. Discuss the past tense. Mention its four types, and give one use and one example for each type.
5. Describe the four types of reading skills by giving name, definition, and example.
6. Describe the four types of listening skills by giving name, definition, and example.
7. Write a leave application letter to your teacher, with all the necessary details.
8. Write a paragraph about your university.
9. List any six types of specialist doctors with their area of specialization. For example, Cardiologist: heart

## Part-C

10. Discuss the different parts of speech, including name, definition, and two examples for each..
11. Write a complete and meaningful conversation between a doctor and a patient.
12. Mention ten different tips for effective public speaking.
13. Write a detailed report on any recent event that took place in your university.
14. Write an essay on how to improve English language.

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