

Maulana Azad National Urdu University

Programme: P.G.

III Semester Examination, November-2025

Course Code: **PGEN301AET**

Marks: **35**

Course Title: **Communicative English-II**

Time: **2 Hours**

Note: This question paper consists of (3) 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 fill in the blank, multiple choice and very short answer type question. Answer all questions. Each question carries (1) mark. **(5x1=5-marks)**

Part-B contains (8) questions, of which students are supposed to answer (5) questions. Answer each question in approximately 100 words. Each question carries (4) marks. **(5x4=20 marks)**

Part-C contains (2) questions, of which students are supposed to answer (1) question. Answer each question in approximately 250 words. Each question carries (10) marks. **(1x10=10 marks)**

Part-A

1. Choose the correct option:

- i. A report is primarily written to.....
 - a) Entertain the reader
 - b) Persuade the audience
 - c) Present factual information clearly
 - d) Express personal feelings
- ii. Which of the following is an important step in paraphrasing?
 - a) Copying text directly
 - b) Understanding the meaning of the original passage
 - c) Using synonyms only
 - d) Ignoring the main idea
- iii. Quoting means:
 - a) Restating someone's idea in your own words
 - b) Copying words exactly and giving credit
 - c) Writing a summary
 - d) Ignoring the source
- iv. The primary goal of a group discussion is to:
 - a) Compete individually
 - b) Share and evaluate ideas collectively
 - c) Argue and dominate others
 - d) Memorize facts
- v. The main goal of a presentation is to:
 - a) Show off speaking skills
 - b) Communicate ideas clearly and effectively
 - c) Use as many slides as possible
 - d) Impress with humor

Part-B

2. What is a report? Mention any two features of a good report.
3. What is summarizing, and why is it important in academic writing?
4. What is quoting and citation?
5. How can a speaker effectively manage nervousness before a speech? Comment.
6. Discuss the importance of professional etiquette during interviews.
7. Discuss the essential skills required to participate effectively in a group discussion.
8. What are the essential steps to plan and deliver an effective presentation? Discuss.
9. Discuss the key elements of a persuasive speech?

Part-C

10. Describe the key stages of an interview and how to prepare for each.
11. Explain the essential do's and don'ts for effective participation in a group discussion
