

**TILAK MAHARASHTRA VIDYAPEETH, PUNE****B.A. in Journalism & Mass Communication****B.A. in Music Production****B.A. in Photography****BSc. in Professional Audio Technology****EXAMINATION: JANUARY - 2023****FIRST SEMESTER****Sub: Language- Skills****(BAJMC/BAMP/BAPH/BACA 22-1002)****Date : 12/1/2023****Total Marks : 40****Time: 10.00 am to 12.00 noon*****Instruction:****All questions are compulsory.***Q. 1 Descriptive Answer (Any Two)****(20)**

1. What is the importance of public speaking? Write characteristics of a good speech.
2. What are the steps in writing a dialogue? Write one short formal conversation.
3. Draft a progress report as a manager for Refrigerator product of your company.

**Q. 2 Write short notes. (Any Two)****(10)**

1. Write a difference between Present Continuous tense and Past Continuous Tense.  
Explain it with examples.
2. Write a short paragraph on 'My Favourite Family Experience' in 75 to 80 words.
3. Write the characteristics of 'Group Discussion'.

**Q. 3 Open Ended Question ( Any One)****(10)**

1. A dialogue between a teacher and student who is apologizing for using mobile phone in class.
2. Draft a speech to introduce the chief guest Dr. Pathak who is invited for the First Year Induction Program organized by your institute.