

**TILAK MAHARASHTRA VIDYAPEETH**  
**Bachelor of Social Work (B.S.W.)**  
**JUNE - 2022**  
**Fourth Semester**  
**Sub : Functional English - IV (25CP401)**

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**Date: 16/06/2022**

**Marks: 30**

**Time: 10.00 am to 11.30 am**

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**Instructions: 1) All questions are compulsory**

**Q.1 Fill in the blanks by choosing correct alternative (05)**

- 1) Meena has a \_\_\_ throat.  
a) sore                      b) soar                      c) sour                      d) none of the above
- 2) It is impossible to \_\_\_ the words once you have spoken.  
a) take off                      b) take out                      c) take back                      d) take up
- 3) Antonym of profound is \_\_\_\_\_.  
a) subtle                      b) superficial                      c) deep                      d) serious
- 4) Synonym of miserable is \_\_\_\_\_.  
a) blissful                      b) ecstatic                      c) glad                      d) wretched
- 5) We want people to \_\_\_ pleasant memories.  
a) carry off                      b) carry out                      c) carry back                      d) carry forward

**Q.2 Answer the following in detail: (Any one) (10)**

- 1) Discuss Non-verbal communication as Sensory communication.
- 2) Give detailed note on principles of non-verbal communication.
- 3) Discuss body language as a tool for non-verbal communication.

**Q.3 Write Short Notes: (Any three) (15)**

- 1) Write a letter to your brother who recently had an accident.
- 2) Write a letter to the Municipal Commissioner about irregular water supply in your area.
- 3) Draft a notice for employees in your office, informing them about changed office timings and transportation rules due to pandemic.
- 4) You are in conversation with your friends at lunch. You have to leave early due to urgent work. You want to take leave of your friends. Write a dialogue with appropriate expressions.
- 5) Comment on positive body language, negative body language, posture and gesture.

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