

**TILAK MAHARASHTRA VIDYAPEETH**  
**Bachelor of Social Work (B.S.W.)**  
**DECEMBER - 2022**

**Third Semester**

**Sub : Functional English - III (25CP301)**

**Date: 21/12/2022**

**Marks: 30**

**Time: 2.00 pm to 3.30 pm**

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

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

- 1) In \_\_\_\_ communication, information flows in between two persons or organizations of equal status.  
 a) vertical                      b) diagonal                      c) horizontal                      d) formal
- 2) Informal communication is also called as \_\_\_\_ communication.  
 a) internal                      b) external                      c) parallel                      d) grapevine
- 3) The partition of wall in between sender and receiver causes \_\_\_\_ barrier in communication.  
 a) psychological                      b) cultural                      c) physical                      d) semantic
- 4) The term Haptics means \_\_\_\_\_.  
 a) maintaining                      b) use of time                      c) sense of vision                      d) sense of touch distance
- 5) A notice issued to employees is an example of \_\_\_\_ communication.  
 a) downward                      b) upward                      c) informal                      d) external

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

1) Note making

Civilization dawned when early man learnt how to produce heat energy by burning wood. Much later, the first industrial revolution was based on the production of steam by burning coal. Then steam was used (as it still is) to produce electricity. In this century, great use has been made of oil and natural gas, and in the last more than 25 years, the use of atomic reactors has provided another source of energy.

But none of these fuels (except wood) is renewable. When they have been used, they cannot be replaced. Oil and natural gas may be finished in near future; coal a century or two later, and even atomic fuels are not inexhaustible. All of them, moreover, produce pollution of different kinds and magnitudes, and many people are concerned about the safety of the reactors. But solar energy—energy from Sun—is nonpolluting and inexhaustible. Now we have to find ways to make optimum use of solar energy.

2) Explain barriers of communication with suitable examples.

3) Read the passage and answer the questions given below. Happiness does not consist in riches, although it is very easy to believe that it does. True wealth would be much better defined as 'character', for a man can only be happy when he is at peace with himself. The richest men are often the most unhappy. Since they do not realize that a man's wealth does not consist of the abundance of things which he possesses, but the sort of man that he is. The Greeks wrote over the entrance to one of their most famous temples the words 'Know Thyself'. They understood that in order to be happy a man must face his life honestly, he cannot expect to 'get' if he never gives; he cannot be happy himself, if he never makes others happy. A man's life is of no importance at all, unless he succeeds in influencing, helping and encouraging those among whom he lives. For too many people are not living at all, but are just existing for themselves alone, they receive no happiness from life because they never give happiness to others.

- A. Where lies the real happiness?
- B. What were the ideas of the Greeks about happiness?
- C. What is the role of man in society?
- D. What is the difference between life and existence?
- E. Express your views on: ' My Idea Of Happiness'

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

**(15)**

- 1) Write a dialogue between a clerk and his boss. The clerk is applying for leave of absence on medical grounds. His boss approves the leave.
- 2) Write a dialogue between you and your sister. She wants to borrow your camera for her vacation. You agree to lend camera on some conditions.
- 3) Verbal communication
- 4) Formal and informal communication
- 5) Differentiate between vertical and horizontal communication

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