

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

**Date: 26/12/2022**

**Marks: 30**

**Time: 02.00 pm to 03.30 pm**

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

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

1. Synonym of obscene is \_\_\_\_.

- a) clean                      b) filthy                      c) decent                      d) good

2. Antonym of futile is \_\_\_\_.

- a) vain                      b) trivial                      c) productive                      d) hollow

3. Do not \_\_\_\_ precious natural resources.

- a) west                      b) waist                      c) vest                      d) waste

4. Government had to \_\_\_\_ the factory.

- a) close down                      b) close up                      c) close in                      d) close off

5. His life was \_\_\_\_ by illness.

- a) short out                      b) short in                      c) cut short                      d) fall short

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

- 1) Discuss importance of principles of brevity, attention of audience, visibility, audibility in regard with non-verbal communication.
- 2) Comment on body language and use of eye, nose, lips and facial expression.
- 3) Explain effective tools for non-verbal communication with suitable examples.

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

- 1) Write a letter to your friend, expressing sorrow and sympathy at the death of his brother.
- 2) Write a letter to the local municipal corporator stating the need for a public park in your area.
- 3) Water supply in your apartment building will be suspended for eight hours on 15<sup>th</sup> January for cleaning of the water tank. As a secretary, write a notice to inform the residents and also remind to store water for a day.
- 4) You are working on a project with your friend. You need some books from the library. The books you need are not available currently. You request the librarian to notify you when the books are available. Write a dialogue.
- 5) Write a short note on sensory communication.

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