

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

Fifth Semester

Sub : Advance English - I (25CP501)

Date: 21/12/2022

Marks: 30

Time: 10.00 am to 11.30 pm

Instructions: 1) All questions are compulsory

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

1. The arrangement of events or dates in the order of their occurrence is _____.
 a) chronology b) random c) continuous d) logical
2. They settled the dispute _____.
 a) once again b) every now and then c) again and again d) once for all
3. Shimla is a popular ____ destination in summer.
 a) get in b) get along c) get away d) get back
4. Charity begins at home means _____.
 a) organize charity function at home b) one should start doing good things from one's home c) one should do charity for family members d) None of these
5. Parents should not ____ in every facet of children's life.
 a) meddle b) medal c) middle d) modal

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

1) Summary Writing

I kept a strict watch over my way of living. I could see that it was necessary to economize. I, therefore, decided to reduce my expenses by half. My accounts showed numerous items spent on fares. Again my living with a family meant the payment of a regular weekly bill. It was also included the courtesy of occasionally taking members of the family out to dinner, and likewise attending parties with them. All this involved heavy items of expenditure. Also dining out meant extra cost, as no deduction could be made from the regular weekly bill for meals not taken. It seemed to me that all these items could be saved.

So I decided to take rooms on my own account instead of living any longer in a family, and also to move from place to place according to the work I had to do. The rooms were so selected as to enable me to reach the place of business on foot in half an hour and save fares. (Mahatma Gandhi)

- 2) Prepare an agenda for Women's Day celebration in your college.
- 3) A meeting was conducted to plan the field visits for social work students. Write minutes of the meeting based on the agenda given below.
 - Apologies for absence
 - Minutes of the previous meeting
 - Decide field visit duration and venue
 - Transportation
 - Distribution of work responsibilities
 - Any other matter with permission of the chairperson

Q.3 Write Short Notes: (Any three)

(15)

- 1) Objectives of Effective Business Communication
- 2) You want to invite your professor at the university for a function organized in NGO where you work currently. The professor is unable to attend. Write a dialogue.
- 3) You work in a travel agency. A customer is enquiring on phone about a trip to Delhi. Write a telephonic conversation.
- 4) Factors affecting Effective Business Communication.
- 5) Correct the mistakes and rewrite the sentences.
 - a. I have ordered for dinner.
 - b. He will not listen what you say.
 - c. I have visited the place many a times.
 - d. You should get back home before two hours.
 - e. Last night you returned lately.
