TILAK MAHARASHTRA VIDYAPEETH

Bachelor of Social Work (B.S.W.)

NOVEMBER - 2023

Third Semester

Sub: Advance English (25 CP 3.4)

देनांक	: २४/११/२०२३ गुण: ६०		वेळ: दु.२.०० ते दु. ४.३०		
यूचना:	१) सर्व प्रश्न अनिवा	र्य.			
Q.1	Fill in the blanks b	y choosing correct alte	ernative		(10)
1.	. Thefield indicates the sender's address in E-mail writing.				
	a) Bcc	b) From	c) To	d) Inbox	
2.	The tone of the circular should be				
	a) Humorous	b) Different for different audience	c) Same for all audience	d) Joyful	
3.	When we want to sh	nare our feelings with or	ur friends, we choose t	o write	
	a) Poster	b) A letter	c) A diary	d) A news report	
4.	is prepared before the meeting to list items to be discussed or acted upon.				
	a) Minutes	b) Agenda	c) Memo	d) Research report	
5.	To hide someone's email, we useoption for writing email address.				
	a) Cc	b) Bcc	c) Acc	d) Dcc	
6.	Any kind of letter go	enerally ends with			
	a) Signature	b) Subscription	c) Salutation	d) Heading	
7.	Of the follow	ing should NOT be incl	uded in the heading of	f an agenda?	
8.	a) Name of organizationCV should be written	b) Signature of the secretary	c) Date and time	d) Location of meeting	
9.	a) A formal language The heading in a let	b) An informal language	c) language you want	d) Slang	
	a) The sender's address and date	b) Reference	c) Salutation	d) Subscription	
10.	In a letter writing format 'Dear Mr. Malhotra' is the best example of				
	a) Introduction	b) Salutation	c) Body	d) Signed name	
Q.2	Answer in brief (Any two) 1) Write the minutes of the monthly meeting of the sport department of your college.				(20)
	2) Explain the types and objectives of technical communication.3) Explain the features of letter writing.				
	4) Read the following passage and give the answers of the questions below. (each 2 marks) These days, it is not unusual to see people listening to music or using their electronic				
	gadgets while crossing busy roads or travelling on public transports, regardless of the risks involved. I have often wondered why they take such risks: is it because they want to exude a sense of independence, or is it that they want to tell the world to stop bothering them? Or is it that they just want to show how cool they are? Whether it is a workman or an executive, earphones have become an inseparable part of our lives, sometimes even leading to tragicomic situations.				
	The other day, an electrician had come to our house to fix something. We told him in				

detail what needed to be done. But after he left, I found that the man had done almost nothing. It later turned out that he could not hear our directions clearly because he had an _ earphone on. Hundreds of such earphones addicts commute by the Delhi Metro every day. While one should not begrudge anyone their moments of privacy or their love for music, the fact is 'iPod oblivion' can sometimes be very dangerous.

Recently, I was travelling with my wife on the Delhi Metro. Since the train was approaching the last station, there weren't too many passengers. In our compartment, other than us, there were only two women sitting cm the other side of the aisle. And then suddenly, I spotted a duffel bag. The bomb scare lasted for several minutes. Then suddenly, a youth emerged from nowhere and picked up the bag. When we tried to stop him, he looked at us, surprised. Then he took off his earpieces, lifted the bag, and told us that the bag belonged to him and that he was going to get off at the next station.

We were stunned but recovered in time to ask him where he was all this while. His answer: he was in the compartment, leaning against the door totally immersed in the music. He had no clue about what was going on around him. When he got off, earplugs in his hand, we could hear strains of the song.

- (i) What reasons does the author offer for the people taking risks on the road?
- (ii) Why didn't the electrician carry out the work properly?
- (iii) Why were the people in the Metro doubtful about the bag?
- (iv) Why were the passengers stunned?
- (v) Explain the term 'earphone addicts'?

Q.3 Answer any one of the following. (Any one)

(15)

- 1) Explain the types of curriculum vitae. And prepare your own CV for the job.
- 2) What is the format of writing formal letter? And write an application letter for the post of the manager in Tata Institute.
- 3) Mention the format and guidelines of E-mail writing.

Q.4 Short notes (any three)

(15)

- 1) Format of an agenda.
- 2) Importance of the minutes writing.
- 3) Guidelines for writing effective resume.
- 4) Explain the technical communication.
- 5) Importance of circular and memo writing.