

TILAK MAHARASHTRA VIDYAPEETH
Bachelor of Social Work (B.S.W.)
NOVEMBER - 2023

Fifth Semester

Sub : Advance English - I (25 CP 501)

Date: 23/11/2023

Marks: 30

Time: 10.00 am to 11.30 am

Instructions: 1) All questions are compulsory

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

- 1) Document that has the list of topics/items to be discussed or acted upon in meeting is
a) Minutes b) Agenda c) Letter d) Report
- 2) The term 'communist' is derived from word.
a) Greek b) Latin c) Chinese d) English
- 3) Components required for a video conferencing is
a) Computer b) Webcam c) Microphone d) All of the above
- 4) is the first communication skill acquired by everyone.
a) Writing b) Listening c) Speaking d) Reading
- 5) A document should be compressed into a shorter one to complete the summary
a) Lengthy b) Simple c) Short d) All of the above

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

- 1) Explain the process and types of listening.
- 2) Write the minutes of the monthly meeting of the sport department of your college.
- 3) What is teleconference? And explain the types of teleconference.

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

- 1) Guidelines for writing an agenda.
 - 2) Business communication.
 - 3) Importance of minutes writing.
 - 4) Barriers in the process of listening.
 - 5) Objectives of effective communication.
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