

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

Sixth Semester

Sub : Advance English - II (25 CP 601)

Date: 28/11/2023

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) Communication by using _____ is called technical communication.
a) technology b) group c) book d) news paper
- 2) Group communication is a mode of _____ in groups of people.
a) communication b) behaving c) listening d) reading
- 3) _____ means that you think you already know what the speaker wants to say, before she actually finishes saying it.
a) Knowing the audience b) Knowing the speaker c) Knowing the question d) Knowing the answer
- 4) _____ plays a significant role in the interactive process of business transactions.
a) Reading b) Writing c) Listening d) Presentation
- 5) _____ provides meaning and clarity to the intended message.
a) Context b) Text c) Passage d) Information

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

- 1) Prepare a C.V for the post of counselor at NGO.
- 2) Write a report about the accident occurred on road.
- 3) Explain the types of listening in detail.

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

- 1) Technical Communication
- 2) Group Communication
- 3) Process of listening
- 4) Speech and Oral Presentation
- 5) Types of Context Writing
