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

MAY - 2024

Third Semester

বিনাক Semester Sub : Advance English (Ability Enhancement Course) (25 CP 3.4) दिनांक : २८/०५/२०२४ गुण: ६० वेळ: दु.२.०० ते दु. ४.३					
दिनांक				वेळ: दु.२.०० ते	दु. ४.३
सूचना:	१) सर्व प्रश्न अनिवा	र्य.			
Q.1	Fill in the blanks by choosing correct alternative				(10
1.	The field indicates the sender's address.				
	a) Bcc	b) From	c) To	d) Inbox	
2.	The tone of the circular should be				
	a) Humorous	b) different for different audience	c) A letter	d) A news report	
3.	To hide someone's email, we use option for writing email address.				
	a) Cc	b) Bcc	c) Acc	d) Dcc	
4. 5.	-	mat, a title, "Dear John"	-		
	a) Salutation	b) Introduction	c) Body of letter	d) None of these	
	A/An is written to seek information from other organization.				
	a) inquiry letter	b) complaint letter	c) informal letter	d) none of these	
6.	When we want to sl	nare our feelings with ou	ir friends, we choose t	to write	
	a) A poster	b) A dairy	c) A letter	d) Report	
7.	Any kind of letter generally ends with				
	a) Signature	b) Subscription	c) Heading	d) Salutation	
8.	is the record of the meeting in which they have taken decisions and discussions.				
	a) Agenda	b) Minutes	c) Report	d) Letter	
9.	is the planning	g of the meeting which v	will be held in future.		
	a) Agenda	b) Meeting	c) Letter	d) Research	
10.	By what method we can know what the receiver understood or got the message?				
	a) Feedback	b) transmitting	c) Message	d) None of these	
Q.2	Answer in brief (Any two)				(20
	1) Write an agenda of the meeting of planning for annual function in your college.				
	2) Write an application letter for the post of the manager in Tata institute.				
	3) Evaluate the technical communication.				
Q.3	Answer any one of the following. (Any one)				(15
	1) Write the minutes of the meeting which is held in your department.				
	2) Mention the types of letter and the features of letter writing.				
	3) Importance of	circulars and memos.			
Q.4	Short notes (any three)				(15
	1) Format of minutes.				
	2) Format of formal letter.				
	3) Guidelines of writing effective minutes.				
	4) Guidelines for				