

TILAK MAHARASHTRA VIDYAPEETH
Bachelor of Social Work (B.S.W.)
MAY - 2024
Sixth Semester
Sub : Advance English - II (25CP601)

Date: 22/05/2024

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. In which of these types of listening, listener involves in the situation of speaker?
a) empathetic b) analytical c) appreciative d) none of these
2. Which of these is not a step in the process of listening?
a) misinterpretation b) interpretation c) responding d) none of these
3. The report writing should always be done in -----.
a) active voice b) passive voice c) direct speech d) none of these
4. A list of headings and appendices of the report is called -----
a) content b) acknowledgement c) summary d) abbreviations
5. A response to a sender's message is called-----.
a) food bank b) feedback c) food d) bank

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

- 1) What is the process of communication? And explain the types of communication.
- 2) Comment on the technical and group communication.
- 3) Mention the various forms of group communication.

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

- 1) Guidelines for effective report writing.
 - 2) Format of writing a curriculum vitae.
 - 3) Process of listening.
 - 4) Non-verbal communication.
 - 5) Solutions for effective listening.
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