TILAK MAHARASHTRA VIDYAPEETH

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

MAY-2024

Second Semester

Subject: Communicative English (Ability Enhancement Course) (BSW23-205)

		Marks: 30		Time: 10.00 am to 11.30 am	
ctions: 1) All questi	ons are compulsory				
Fill in the blanks by	choosing correct al	lternative		(05)	
1. Report writing should always be done in					
a) active voice	b) passive voice	c) direct speech	d) none of these		
2. What is the first sentence of paragraph called?					
a) introduction	b) topic sentence	c) first sentence	d) none of these		
Which of the following	ing is not a type of let	tter?			
a) musical	b) formal	c) informal	d) none of these		
Which of these is no	t a part of letter?				
a) photo	b) greeting	c) signature	d) date		
All reports should be	e written in as a	an objective observer.			
a) 3 rd person	b) 1 st person	c) 2 nd person	d) none of these		
2.2 Answer in brief (Any one)				(10)	
1) Explain the diffe	erent formats of writing	ng.			
2) Mention guideli	nes for effective writi	ing.			
3) Explain the diffe	erent features of writi	ng.			
3 Short notes (any three)				(15)	
1) Discuss the format report writing.					
2) Evaluate the ess	ential elements of cor	ntent writing.			
3) Analytical parag	graph about global wa	arming.			
4) Role of punctuation marks in writing.					
5) Use of figures of	f speech in writing.				
	Fill in the blanks by Report writing should a) active voice What is the first set a) introduction Which of the following a) musical Which of these is not a) photo All reports should be a) 3 rd person Answer in brief (And 1) Explain the difference of the set	Report writing should always be done in a) active voice What is the first sentence of paragrap a) introduction b) topic sentence Which of the following is not a type of let a) musical b) formal Which of these is not a part of letter? a) photo b) greeting All reports should be written in as a a) 3 rd person Answer in brief (Any one) 1) Explain the different formats of writing 2) Mention guidelines for effective writing 3) Explain the different features of writing Explain the different features of writing 2) Evaluate the essential elements of con 3) Analytical paragraph about global wa 4) Role of punctuation marks in writing 5) Use of figures of speech in writing.	Fill in the blanks by choosing correct alternative Report writing should always be done in a) active voice b) passive c) direct speech voice What is the first sentence of paragraph called? a) introduction b) topic c) first sentence sentence Which of the following is not a type of letter? a) musical b) formal c) informal Which of these is not a part of letter? a) photo b) greeting c) signature All reports should be written in as an objective observer. a) 3 rd person b) 1 st person c) 2 nd person Answer in brief (Any one) 1) Explain the different formats of writing. 2) Mention guidelines for effective writing. 3) Explain the different features of writing. Short notes (any three) 1) Discuss the format report writing. 2) Evaluate the essential elements of content writing. 3) Analytical paragraph about global warming. 4) Role of punctuation marks in writing.	Fill in the blanks by choosing correct alternative Report writing should always be done in a) active voice b) passive c) direct speech d) none of these voice What is the first sentence of paragraph called? a) introduction b) topic c) first sentence d) none of these sentence Which of the following is not a type of letter? a) musical b) formal c) informal d) none of these Which of these is not a part of letter? a) photo b) greeting c) signature d) date All reports should be written in as an objective observer. a) 3 rd person b) 1 st person c) 2 nd person d) none of these Answer in brief (Any one) 1) Explain the different formats of writing. 2) Mention guidelines for effective writing. 3) Explain the different features of writing. Short notes (any three) 1) Discuss the format report writing. 2) Evaluate the essential elements of content writing. 3) Analytical paragraph about global warming. 4) Role of punctuation marks in writing. 5) Use of figures of speech in writing.	