

**TILAK MAHARASHTRA VIDYAPEETH**  
**Bachelor of Social Work (B.S.W.)**  
**MAY- 2024**

**Second Semester**

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

**Date: 23/05/2024**

**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. Report writing should always be done in -----.  
a) active voice                      b) passive                      c) direct speech                      d) none of these voice
2. What is the first sentence of paragraph called?  
a) introduction                      b) topic                      c) first sentence                      d) none of these sentence
3. Which of the following is not a type of letter?  
a) musical                      b) formal                      c) informal                      d) none of these
4. Which of these is not a part of letter?  
a) photo                      b) greeting                      c) signature                      d) date
5. All reports should be written in ----- as an objective observer.  
a) 3<sup>rd</sup> person                      b) 1<sup>st</sup> person                      c) 2<sup>nd</sup> person                      d) none of these

**Q.2 Answer in brief (Any one) (10)**

- 1) Explain the different formats of writing.
- 2) Mention guidelines for effective writing.
- 3) Explain the different features of writing.

**Q.3 Short notes (any three) (15)**

- 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.

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