

Roll No. :

Total No. of Questions : 11]

[Total No. of Printed Pages : 3

MBAL-361

**B.A. LL.B. 5 Year Integrated (Honours Course)
Vth Semester Examination, Jan.-2023**

COMMUNICATION SKILL IN ENGLISH

Paper - 5.2

Time : 3 Hours]

[Maximum Marks : 70

Section-A

(Marks : 2 × 10 = 20)

Note :- Answer all *ten* questions (Answer limit **50** words). Each question carries **2** marks.

Section-B

(Marks : 4 × 5 = 20)

Note :- Answer all *five* questions. Each question has internal choice (Answer limit **200** words). Each question carries **4** marks.

Section-C

(Marks : 10 × 3 = 30)

Note :- Answer any *three* questions out of five (Answer limit **500** words). Each question carries **10** marks.

Section-A

1. (i) Elucidate verbal and vocal elements in speech.
- (ii) How many spaces do you put after sincerely ?
- (iii) Why do we need good or effective communication ?

BRI-1035

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MBAL-361 P.T.O.

- (iv) What is the role of listening in speaking ?
- (v) Which things should not be mentioned in business letters ?
- (vi) Define Enclosures.
- (vii) How do we state subject while writing a reminder letter ? Give an example.
- (viii) What do you understand by motivational sequence ?
- (ix) What are the steps of planning and preparation of speech ?
- (x) Define monologue presentation.

Section-B

2. What shall be the conditional strategies while answering job enquiries ?

Or

What is the role of gestures and postures in your communication ?

3. How will you prepare a module of business letter ? Give an example.

Or

Explicate informal and analytical reports.

4. Summarize 'Management Communication'.

Or

How can you search and select quality law books by using modern communication system ?

5. What do you understand by 'minutes of meeting' ? Give suitable example.

Or

Discuss bad communication *vs.* healthy communication.

6. Define business communication.

Or

Identify 'Ingenuity Fallacy'.

Section–C

7. “A motivational speech should be planned in a well organised way.” Elaborate.
8. Prepare a brief speech/lecture by the chairman of a company announcing the transfer-cum-promotion of a branch manager.
9. Discuss formal and informal conversation in detail.
10. Discuss role of visuals in oral presentations with suitable examples.
11. “Assessment of candidate's leadership qualities is not important in criminal cases.” Discuss ‘YES’ or ‘NO’.