

Roll No. :

Total No. of Questions : 11]

[Total No. of Printed Pages : 3

SMLB-432

B.A. LL.B. Honours Course (Vth Semester) Examination, 2022

COMMUNICATION SKILLS IN ENGLISH

Paper - 5.2

Time : 1½ 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. Attempt all questions :

- (i) Define non-verbal communication.
- (ii) What is the most common salutation used in Business Letters ?

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SMLB-432 P.T.O.

- (iii) What kind of language is used in Business Letters ?
- (iv) What are Claim Letters ?
- (v) What is the format of a Press Release ?
- (vi) Prepare a short 'To-let' classified advertisement for a local newspaper.
- (vii) Define Spoken Communication.
- (viii) What is the full form of FAX ?
- (ix) Write the subject line for a letter about transported goods held up at a check-post.
- (x) What is the importance of post script in Business Letters ?

Section-B

2. What are the different types of Communication ? Discuss.

Or

Discuss the format of a Business Letter.

3. Enlist different kinds of Business letters with appropriate examples.

Or

What is an Appeal ? Discuss the format of mild and strong appeals.

4. How are analytical reports written ? Elaborate.

Or

You are General Secretary of Your College Literary Club. Prepare minutes of meeting with office bearers of your literary club about organising a cultural fest.

5. How has information technology facilitated spoken communication ? Discuss.

Or

What are the various uses of Telex ?

6. Why is management of Communication necessary ?

Or

Discuss the significance of time management in Communication.

Section–C

7. How does non-verbal communication take place ? Discuss in detail.
8. You are Librarian of MGS University, Bikaner. Write a letter for placing the order for Law Books to the Oxford University Press.
9. You are President of Students' Union of Government Law College. Prepare a list of agenda points to be discussed in the meeting with student's union representatives.
10. Elaborate the different kinds of spoken communication.
11. Write a letter to the Manager of Punjab National Bank asking for extension of time for repayment of loan instalment.