

**2022/TDC/ODD/SEM/
BVOCGE-101T/443**

TDC (CBCS) Odd Semester Exam., 2022

BVOCGE (Information Technology)

(1st Semester)

Course No. : BVOCGE-101T

(Communicative English—I)

Full Marks : 70

Pass Marks : 28

Time : 3 hours

***The figures in the margin indicate full marks
for the questions***

UNIT—I

1. (a) Write a detailed note on the true meaning and nature of effective communication with suitable illustration. 10
- (b) Write a note on how to develop good reading skills. 7

(3)
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OR

2. Write notes on the following : 9+8=17

- (a) Four basic skills of communication
(b) Verbal and non-verbal communication

UNIT—II

3. (a) Write a detailed note on the mechanisms of effective oral communication. 10
(b) Write a note on the importance of pronunciation. 8

OR

4. (a) Elaborate on the importance of everyday communication and chat. 9
(b) Attempt a note on group discussion. 9

UNIT—III

5. (a) Write a note on the significance and importance of business letters. 9
(b) Discuss the essential elements of memo-writing. 9

OR

6. Write short notes on the following : 9+9=18

- (a) Tele-conference
(b) E-mails

UNIT—IV

7. Write a detailed note on the constituents and importance of effective speech. 17

OR

8. (a) Write a short note on facing interviews. 9
(b) Write a short note on any one of the following : 8
(i) Self-presentation
(ii) The interview process
