

G64/OPN101/EE/20160511

Time : 3 Hours

Marks : 80

Instruction :

1. All Questions are Compulsory.
 2. Each Sub-question carry 5 marks.
 3. Each Sub-question should be answered between 75 to 100 words. Write every questions answer on separate page.
 4. Question paper of 80 Marks, it will be converted in to your programme structure marks.
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1. Solve any **four** sub-questions.
 - a) Distinguish between active reading and passive reading. 5
 - b) State the reasons why do we read. 5
 - c) Explain the various steps to increase your reading speed. 5
 - d) What is motivation? Discuss any two factors which Act as motivation for reading. 5
 - e) Explain the terms: 5
 - i) Memorandum
 - ii) Report
 - iii) Circular
2. Solve any **four** sub-questions.
 - a) What are the main principles of effective writing? 5
 - b) State and explain important points to improve handwriting. 5
 - c) Explain the various steps in the writing process. 5
 - d) Explain the features of good notes. 5
 - e) State the important features of E-mails. 5
3. Solve any **four** sub-questions.
 - a) Explain the importance of listening. 5
 - b) What are conversational maxims? 5

- c) State the techniques to improve our vocabulary. Explain any one. 5
- d) What is idioms? State any three idioms and explain their meaning. 5
- e) List some conversational tips that can be used when in party. 5

4. Solve any **four** sub-questions.

- a) Explain the role of face and eyes in non-verbal communication. 5
- b) Which are the things to be kept in mind in a formal conversation? 5
- c) Which are the steps to be followed to become a good observer? 5
- d) Explain the relationship of senses with knowledge and information. 5
- e) State the seven stages of the observation process and describe any two. 5

