

**BACHELOR'S DEGREE PROGRAMME**

**Term-End Examination**

**June, 2016**

**ELECTIVE COURSE : ENGLISH**

**BEGE-103 : COMMUNICATION SKILLS IN  
ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

*Note : Answer any 5 of the following questions.*

1. What are 'hard' and 'soft' skills ? Why do employers insist on soft skills ? Discuss with the help of illustrative examples. **20**
2. What are the important do's and don'ts in introductions ? Give five examples of a good introduction. **20**
3. Imagine yourself in a senior/middle level position in a firm (of your choice) where an employee is not performing well. **5+15**
  - (a) What would you do about it ?
  - (b) In about 15 turns record your conversation with him/her.
4. (a) Suggest a few good strategies for drafting a letter of complaint. **8**  
(b) Write a letter to the Income Tax commissioner for the refund of excess tax, deducted by your employer, at source. **12**

5. (a) Give a list of rhetorical devices used frequently by politicians and explain those with the help of appropriate examples. 10
- (b) What is (i) Antonomasia or (ii) Hyperbole. Give examples. 10
6. What are your views on Gyan Vani, the audio/ video and /or Gyan Darshan programmes of IGNOU ? Suggest ways to improve them. 20
7. What are the various elements of the Web and how are they useful ? 20
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- Note :** (i) *Answer in your own words any five of the following questions.*
- (ii) *All questions carry equal marks.*
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1. Write a letter to a friend acknowledging receipt of his/her invitation for his/her wedding. Seek information and provide details of your arrival at the wedding. **20**
2. Write a piece of conversation between two friends on the 'current political scenario' and 'rising cost of living'. **20**
3. Imagine that you are the Vice-Principal of a college. As the convenor of the committee for annual sports, write the minutes of a meeting of the sports committee regarding the preparations. **20**
4. As the chief guest at the valedictory session of a seminar on 'Distance Education' at your study centre, write a short speech (about 250 words) on its relevance today. **20**

5. Why does one write a diary ? Give examples in support of your answer. 20
  6. What points would you keep in mind while writing an article for a journal ? 20
  7. Write a short television play on 'Eklavya and Drona' Remember to provide the 'visual column' with stage directions. 20
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