

( 2 )

2. (a) What is business communication?

Discuss.

5

Or

- (b) Elaborate the features of group communication.

5

UNIT—II

( Speaking Skills )

3. (a) What are the main functions of a monologue? Discuss.

5

Or

- (b) Puja and Rashmi are waiting for a bus at a bus stop. Write a dialogue between them.

5

4. (a) What is miscommunication? Briefly discuss any four causes of miscommunication.

1+4=5

Or

- (b) What is an interview? Briefly explain any four types of interviews.

1+4=5

( 3 )

UNIT—III

( Reading and Understanding )

5. (a) What is close reading? Discuss its significance.

2+3=5

Or

- (b) Read the passage carefully and answer the questions that follow :

Man's concepts of what constitutes the Universe have altered radically over the ages. At first the earth was put at the centre of the Universe. Then Earth was found to be just a planet, the Sun was thought to be at the centre. Soon the Sun was found to be an ordinary star, which was part of a galaxy, and man began to think that the galaxy was the Universe. Now science has found that there are many galaxies and that clusters of many galaxies make our Universe.

Claudius Ptolemy, a Graeco-Egyptian astronomer, in 140 AD, conducted a