## Goa Vidyaprasarak Mandal's GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE AND ECONOMICS FARMAGUDI, PONDA-GOA

## B.C.A. UGC-CCFUP (SEMESTER-I) REGULAR EXAMINATION OCTOBER/NOVEMBER 2024 AEC-1 ENG-151 - COMMUNICATIVE ENGLISHSPOKEN AND WRITTEN

Duration :1 hour	Marks: 40
Instructions:  1. All the questions are compulsory.  2. Marks are mentioned at the right.	
<ul><li>Q.1.) Answer the following questions:</li><li>a) What are Goodwill letters?</li><li>b) Define the term Email.</li><li>c) How to collect data for a report?</li><li>d) What is a Motivational Speech?</li></ul>	(4x2=8) (CO1, BL1)
Q.2.A) Elaborate on the guidelines to write a good Invitation lette OR	er. (8M) (CO1, BL2)
Q.2.B) Explain the format of a report.	(8M) (CO1, BL2)
<ul><li>Q.3.A) Explain the format of an Email.</li><li>Q.3.B) Elaborate on Complaint letter.</li></ul>	(4M) (CO1, BL2) (4M) (CO1, BL2)
Q.4.A) You are Raghav/Ravina Naik residing at Sunshine Apartm Draft a Cover letter for the post of a Manager at Global Ba	· · · · · · · · · · · · · · · · · · ·
<b>OR Q.4.B)</b> You are John/Jasmine Fernandes residing at Calangute, Go condolence to your team mate working in your company.	a.Draft a letter of (8M) (CO1, BL3)
Q.5.A) You are Salman/Shabana Khan residing at Star Apartment, Write a report on a Mental Health awareness programme or college.  OR	
<b>Q.5.B)</b> You are Mayur/Mohini Seth a General Secretary of your conspeech on the occasion of Goa Liberation day.	ollege. Draft a (8M) (CO1, BL4)