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

## B. COM. UGC-CCFUP (SEMESTER-I) REGULAR EXAMINATION OCTOBER/NOVEMBER 2024 ENG-151 - COMMUNICATIVE ENGLISH: SPOKEN AND WRITTEN

Time: 01 hour Marks: 40

Q.1. Answer the following:	(4x2=8 marks)
Q.1. Allower the following.	(+x2=0 marks)
a) Define the term Non-verbal Communication.	(2M) (CO1, BL1)
b) Explain in brief the term Pronunciation.	(2M) (CO1, BL1)
c) What is a Cover Letter?	(2M) (CO1, BL1)
d) What is a Group discussion?	(2M) (CO1, BL1)
Q.2. A) Explain eight codes of Non-Verbal Communication.  OR	(8 marks) (CO1, BL2)
Q.2. B) Explain the role of body language in non-verbal communication. How can it	
complement or contradict verbal messages in a professional setting?	(8 marks) (CO1, BL2)
Q.3. A) Explain four aspects of Group discussion.  OR  Q.3. B) Demonstrate your understanding of interview skills by preparis an interviewer and an interviewee for the post of manager in a reput  Q.4.A) Explain the format of an official Letter.  OR  Q.4.B) Explain in details the format of Email Correspondence.	-
Q.H.D) Explain in details the format of Linan correspondence.	(0 marks) (002, 003)
Q.5. A) Explain the format of writing a Report.	(4 marks) (CO2, BL3)
Q.5 B) Explain the difference between Special Occasion Speech	•
Speech.	(4 marks) (CO2, BL3)
OR OF C) You are Dalraha / Dalrash Neils a resident of 676 Culmohar Villa Formagudi Danda	
Q.5. C) You are Raksha/ Rakesh Naik, a resident of 676, Gulmohar Villa, Farmagudi, Ponda, Goa. Write a complaint letter to the Assistant Engineer, Public Works Department, Ponda	

informing about multiple problems you are facing due to the non-supply of water for last

(8 marks) (CO2, BL4)

four days in your locality.