

MAHARASHTRA AGRICULTURAL UNIVERSITIES EXAMINATION BOARD, PUNE
SEMESTER END EXAMINATION

B.Sc. (Agri.) / B.Sc. (Hort.) / B.Sc. (Forestry) / B. Tech. (Agril. Engg.) / B.B.A. (Agri.) /
B.Sc. (Agri. Bio -Tech.) / B. Sc. Hons. (Home Sci.)

Semester	: I (New)	Term	: I	Academic Year	: 2016-17
Course No.	: LANG 111	Title	: Comprehension and Communication Skills in English		
Credits	: 2(1+1)				
Day & Date	: Tuesday, 06.12.2016	Time	: 10.00 to 12.00	Total Marks	: 40

- Note :
1. Solve ANY EIGHT questions from SECTION "A".
 2. All questions from SECTION "B" are compulsory.
 3. All questions carry equal marks.
 4. Draw neat diagrams wherever necessary.

SECTION "A"

- Q.1 Explain how to conduct an interview as an interviewer.
- Q.2 What are the ways of becoming an effective reader?
- Q.3 Give the hints to condense the information while note making.
- Q.4 What are the important tips for becoming successful in group discussion?
- Q.5 What is the structure of a paragraph? Enlist the types of paragraph.
- Q.6 Give the qualities of an effective notice.
- Q.7 What are the guidelines for writing covering letter for CV?
- Q.8 Give the guidelines for writing a personal letter.
- Q.9 Describe how to develop listening skills.
- Q.10 Give in brief how to write an effective press release.

SECTION "B"

- Q.11 Fill in the blanks by choosing the appropriate words given in the bracket.
(qualification, proceedings, stamp, logical, clearly)
- 1) In a technical report information is given _____ and coherently.
 - 2) Narrative minutes give a full account of the _____ of the meeting.
 - 3) The letter you write bears the _____ of your personality and character.
 - 4) Job application functions as a personal _____ for the job you are seeking.

- Q.12 Match the following pairs.

"A"

- 1) Bad reading habit
- 2) Interview
- 3) Note making
- 4) A good summary

"B"

- a) Beneficial to employers also
- b) Useful for study
- c) Wrong posture
- d) Proper organization of ideas