MAHARASHTRA AGRICULTURAL UNIVERSITIES EXAMINATION BOARD, PUNE
SEMESTER END EXAMINATION

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

Semester	: I (New)	**Term**	: I	**Academic Year**	: 2015-16
Course No.	: LANG 111	**Title**	: **Comprehension and Communication Skills in English**		
Credits	: 2(1+1)				
Day & Date	: Saturday, 05.12.2015	**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 Mention the ways to become an effective reader.

Q.2 What are the qualities of good reader? What are the different reasons they read?

Q.3 What are the sub-skills of reading?

Q.4 What are the general guidelines for writing effective paragraph structure?

Q.5 What are the qualities of a good notice?

Q.6 What is an agenda? How is it written?

Q.7 What are minutes? Give the items generally appear in the minutes.

Q.8 How information is condensed while making notes?

Q.9 What are the guidelines for writing a good summary?

Q.10 Write the standard format for writing an investigative report.

SECTION "B"

Q.11 Fill in the blanks by choosing the appropriate word given in the bracket
(reportare, related, message, enjoy)

1) Good readers love reading and they _____ it.
2) A letter is a _____ sent through post.
3) The word report is derived from the latin word_____.
4) A paragraph is a sequence of _____ sentenences that deal with one idea.

Q.12 Match the following pairs.

"A"	"B"
1) Sub vocalization	a) Uses magical word "sorry"
2) Letters of apology	b) Bad reading habit
3) Minutes	c) Interesting and attractive
4) Notice	d) Written record

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