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"	"B"
1) Bad reading habit	a) Beneficial to employers also
2) Interview	b) Useful for study
3) Note making	c) Wrong posture
4) A good summary	d) Proper organization of ideas

✧ ✧ ✧ ✧ ✧ ✧ ✧ ✧ ✧ ✧ ✧

agromind.in

Telegram - AgroMind