

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 _____ sentences 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 |