

Roll No.

Total No. of Pages : 02

Total No. of Questions : 11

Bachelor of Optometry (Sem.-1)

ENGLISH

Subject Code : BTHU103-18

M.Code : 91444

Date of Examination : 21-01-23

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A** is **COMPULSORY** consisting of **EIGHT** questions carrying **TWO** marks each.
2. **SECTION-B** contains **EIGHT** questions carrying **FOUR** marks each and students have to attempt any **SIX** questions.
3. **SECTION-C** will comprise of two compulsory questions with internal choice in both these questions. Each question carries **TEN** marks.

SECTION-A

1. **Write briefly:**
 - a. Communication Process.
 - b. Importance of communication
 - c. Art of Public Speaking
 - d. Extempore
 - e. Precis Writing
 - f. Hearing Vs Listening
 - g. Newsletter
 - h. Bibliography.

SECTION-B

2. What do you understand by term communication? Explain its objectives.
3. Is Communication an Art or Science? Explain.

4. What the 7 C's of effective communication.
5. What is non-verbal communication? Explain the role of body language.
6. How to prepare for an interview?
7. Discuss the barriers in the process of communication.
8. Explain the advantages and disadvantages of oral and written communication.
9. Difference between Memo, Circular and Notice.

SECTION-C

10. Draft a job application for the post of a Marketing Manager in XYZ Company along with a resume.

OR

Write a resume for a fresher along with its cover letter.

11. Structure a business report by the committee on the declining sales of Televisions.

OR

Do you think the Government should spend large amount of money on re-construction of roads, health care facilities, schools etc. and the basic facilities for the betterment of the masses or concentrate on setting up of big industrial units. Write a paragraph by stating your opinion with a suitable title.

NOTE : Disclosure of Identity by writing Mobile No. or Marking of passing request on any paper of Answer Sheet will lead to UMC against the Student.