

Dr. Babasaheb Ambedkar Open University
Term End Exam August – 2010

Course Code : EEG-03 Roll No. _____
Subject : Communication Skills in English
Date : 05-08-2010 Marks : 70
Time : 11:00 to 02:00

Note : All questions carry equal marks.

Que 1: (A) Discuss the mechanics of a formal letter writing.
OR
Write a letter to the DSP of your district complaining about the anti-social activities going on in your area.

Que 2: (A) Discuss the characteristics of a good report and types of reports.
OR
Write in detail about the Notice and Agenda for the meeting.

Que 3: (A) Define travelogue and discuss the nature and type of travelogue.
OR
Write a press report on the Road Accident.

Que 4: (A) Write a detailed note on a T.V. Play.
OR
Discuss the mechanics of a radio talk.

Que 5: (A) Write short notes on any Two of the following.
a) Memoranda.
b) Minutes Writing.
c) Letter to the Editor.
d) Art of Public Speaking.