

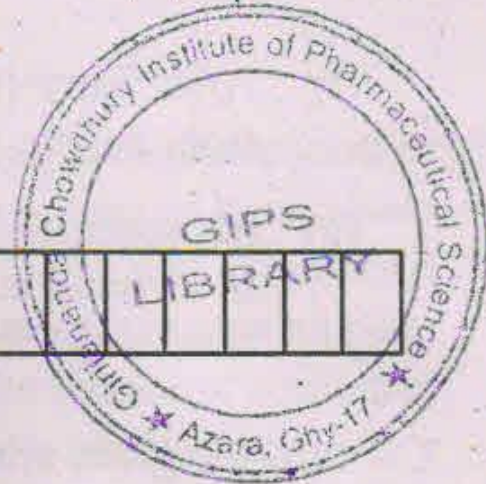
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SCANNED 2016

**B. Pharm 1st Semester End-Term Examination**

**COMMUNICATIVE ENGLISH**

Full Marks – 100 Pass Marks – 35 Time – Three hours

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The figures in the margin indicate full marks  
for the questions.

1. Write down the correct forms of the verbs in the  
brackets : 1×10=10
  - (a) I (see) a great film yesterday.
  - (b) The band (play) while I was writing.
  - (c) I'm sorry I'm not hungry. I (already eat).
  - (d) He always (go) to the supermarket alone, but  
today he (take) his son with him.
  - (e) Anyone (see) Juri ? No, she probably went to  
her friend's place.

[Turn over

(f) After Harry (finish) his work, he called me from office.

(g) My sister (fly) home today. Her flight (arrive) in an hour, so, I (leave) for the airport right now to get there in time.

2. Turn the given sentences into more formal : 3

(a) I don't get your point

(b) I gotta go there

(c) I feel real tired.

3. What are the functions of the following sentences : 4

(a) I am sorry that I didn't save any money last summer.

(b) Will you send me the information as soon as possible ?

(c) I wish I were the Principal of this college.

(d) Hopefully, I will be able to save some money this time.

4. Read the paragraph given below and identify the 3

(a) Topic sentence

(b) The topic

(c) Concluding sentence.

When some new machinery is being designed in an industry, a safety engineer attempts to eliminate any dangerous projecting parts that might hurt someone. He/she tries to conceal the moving parts of a machine to minimize the chance of accidental contact with the operator. In addition, the safety engineer will also ensure that any emergency cut off switches are within the reach of the operator. Thus, safety engineers can offer help at the design stage by proposing improvements that can reduce the risk of accidents.

5. Say whether the following statements are true or false : 1×5=5

- (a) The purpose of writing a letter is to sustain a relationship or build a new one.
- (b) Therefore, because, moreover are three sentence linkers.
- (c) Feedback is not necessary in communication.
- (d) A chronological resume is longer than a functional resume.
- (e) Job application and a cover letter are same form of writing.

6. Answer the following questions :  $3 \times 10 = 30$

- (a) What is communication ?
- (b) What is bias free English ?
- (c) What is a topic sentence ? What are its parts ?
- (d) What is a chronological CV ?
- (e) What are the aids of an oral presentation ? Give three examples.
- (f) What are the purposes of a subject, salutation and complimentary close in a business letter ?
- (g) What are the transition signals ? Give examples.
- (h) Give six examples of non verbal communication.
- (i) What information are included in the heading of an email ?
- (j) Write down three benefits of note taking.

7. Write a paragraph on any *one* of the following topics : 5

(a) Disadvantage of social media

(b) A typical evening at home

(c) Why I deserve a job.

8. Read the paragraph given below. Take down notes of the important points by using appropriate symbols and abbreviations : 10

### Acquiring information

What are the ways a student can acquire information ? Firstly, she will acquire information from her tutors, in three main ways – by lecture, by tutorials and by handouts which the tutor might give her. Secondly, she may acquire information from other experts outside the college : principally by reading but also perhaps by listening to the radio, recordings and watching educational TV programmes. Thirdly, she will get information from the fellow students : perhaps in student led seminars, in the contributions of other students in tutorial, or perhaps just in informal conversation. Lastly, she can acquire information from herself. By thinking about her subject and linking together whatever she has heard and seen, she may come up with new ideas, which are hers alone.

9. Write an email using the information given below : 5

Assume that you are the Managing Director of a company dealing with electronic equipment. Inform all your employees about the new community hall which the company is going to inaugurate next week. Highlight the important features of both the hall and the inauguration.

10. Prepare your Curriculum Vitae. 10

11. What are the qualities of a good oral presenter ? 5

12. How do you prepare yourselves for an interview ? 10