

AU-3511

**M.A. (Part—II) (Functional English) Examination**

**SKILLS OF LANGUAGE USE**

**Paper—VI**

Time : Three Hours]

[Maximum Marks : 100

**Note :— All questions are compulsory.**

**SECTION—A**

1. Answer the following choosing the most appropriate option from those given here below. Write full sentences :
- (i) The most important point about a paragraph development is that the paragraph should state :
    - (a) A core
    - (b) A mission
    - (c) An idea
    - (d) A gist
  - (ii) Note-taking skill of a person listening to a lecture, involves :
    - (a) Neck and nose
    - (b) Knee and toe
    - (c) Nose and eye
    - (d) Ear and brain
  - (iii) In writing formal letters the substance of the letter should be mentioned in :
    - (a) The concluding part
    - (b) The main body (middle part)
    - (c) The introduction
    - (d) The address of the sender
  - (iv) In non-verbal use, the most important are :
    - (a) words
    - (b) sentences
    - (c) gestures
    - (d) shouting
  - (v) \_\_\_\_\_ is one of the sub-skills of reading.
    - (a) Skipping
    - (b) Listening
    - (c) Mixing
    - (d) Skimming
  - (vi) Reading is a \_\_\_\_\_ skill.
    - (a) Conversational
    - (b) Receptive
    - (c) Objective
    - (d) Acceptive

- (vii) Writing skill, like speaking, is a \_\_\_\_\_ skill.
- (a) passive (b) productive  
(c) weak (d) defunct
- (viii) For effective spoken communication, one needs to use :
- (a) Gestures, actions, facial expressions, voice-modulation and eye contact  
(b) Note-taking, note-making, jotting down important sub-topics  
(c) Letter writing  
(d) Sending SMS
- (ix) While summarising a prose passage or an article or a speech or a report, one should be serious about :
- (a) Cross-reading, writing  
(b) Copying, jotting, reading aloud  
(c) Comprehension, concentration, composition  
(d) Writing, speaking, over-reading
- (x) Non-verbal data can be interpreted through :
- (a) Speech, writing, listening, typing  
(b) Conceptualizing, jotting, note-taking  
(c) Note-making, analysing, conceptualizing  
(d) Charts, graphs, signs, flowsheets, diagrams

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### SECTION—B

2. Write short notes in about **200** words on any **FOUR** of the following :
- (a) Preparing Bibliographies  
(b) Improving Reading Speed  
(c) Writing Minutes of Meetings  
(d) Figures of Speech  
(e) Paragraph Writing  
(f) Non-verbal Communication  
(g) Analysis of Poems  
(h) Use of Reference Material.

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**SECTION—C**

3. Answer any **THREE** of the following questions in **800** words approximately :
- (a) Write an essay on 'Reading as one of the skills of language use', with emphasis on close reading, reading and comprehending varied texts. 20
  - (b) Discuss study skills, with special reference to Note-taking, Note-making and Summarising a text. 20
  - (c) What are various kinds of Writing ? Discuss, with examples, difference between Speech and Writing. 20
  - (d) Write an essay on requisite skills, methods and manners of topic-based writing. 20
  - (e) Explain the process of Converting Non-verbal Data into Textual Data and vice-versa. Give relevant illustrations. 20
  - (f) Write an essay on various analytical and interpretative skills in the use of the English language. 20

