

Govt. Degree College Basohli

Internal Assignment Test of Semester II (Session 2019-20) for Promotion to Semester III

Subject: English (Communication Skills)

MM: 30

Note: All questions are compulsory. The answer should be in detail covering diagrams/ figures/ etc. if required. A medium size notebook (separate for each subject) shall be used for writing the assignment test and all the assignments shall be **submitted together in the college in one visit** latest by 31/08/2020. (Students shall strictly follow the COVID-19 guidelines issued by the Govt. during your visit to the college such as maintaining social distance and wearing the face mask)

Section A: Long Answer Questions (7 marks each)

- Q1.** Define Time Management. Discuss the various constituents of Time Management.
- Q2.** What is the meaning of oral presentation? Discuss its any five advantages and disadvantages
- Q3.** What are the various steps to write an effective report?

Section B: Long Answer Questions (3 marks each)

- Q4.** Discuss the different types of public speaking.
- Q5.** What is Elocution and speech? Differentiate them
- Q6.** Put appropriate punctuation marks:
- (a) Will you help me
 - (b) How beautiful the sky is
 - (c) Having lost all my money I went home
 - (d) Pardon me O God
 - (e) Yes I can meet you tomorrow if the weather is fine
 - (f) To err is human to forgive divine