

- Note :**
1. All the questions are compulsory.
 2. Figures to the right indicate full marks.

Q. 1 Write short notes on ANY THREE of the following. (15)

1. Motivation
2. Warning
3. Computers
4. Grapevine
5. Feedback

Q.2 Attempt ANY TWO. (15)

1. Define Non - Verbal Communication? Write a detailed note on any four forms of Non - Verbal Communication.

OR

2. Discuss the psychological barriers to communication.

OR

3. Discuss the various obstacles to effective listening.

Q.3 A. Draft an application letter as well as resume for the following advertisement. (7)

“Wanted Chief Accountant for a reputed company. Candidate must possess a degree in Finance & Accounts. Preferably CA with 10 years experience in Accountancy.”

B. Draft Any Two. (8)

1. You are applying to the University of Columbia for a post - graduate research program in their School of Economics. Write a Statement of Purpose (SOP) to the effect.

OR

2. You have been selected for the post of Sales Manager in a reputed company. Draft a letter of acceptance of job.

OR

3. Draft a letter of congratulation to a Senior Officer for his promotion in the office.

Q.4 A. Write a well organised paragraph of about 150 words on. (ANY 1) (5)

1. Importance of Newspaper
2. Pleasures of Reading

B. Edit the following paragraph to improve the organization. (5)

Water is a common requirement for all life forms. 70 percent of the earth's surface is covered by water; in the form of seas, oceans and lakes. A small percentage of the earth's water is also found in the bodies of plants and animals. Animals and plants need a regular supply of fresh water for survival. Man needs water for his very existence and also for his livelihood. In his inconsiderate use of water, man has begun depleting the resources of water very rapidly. It is estimated that in another decade or so the population of the world will be facing a severe water crunch. The United Nations has termed this situation a global water crisis. If preventive action is not taken in a sustained manner then the very life of Man is under a huge threat.

C. Fill in the blanks with a, an, or, the. (5)

We met _____ English - man and _____ Japanese last Sunday.
The Japanese had wore _____ red shirt and _____. Englishman
had wore _____ yellow sweater.

वेळ : २ तास

मराठी भाषांतर

गुण : ६०

- सुचना : १. सर्व प्रश्न आवश्यक आहेत.
२. उजवीकडील अंक पूर्ण गुण दर्शवितात.

प्र.१ कोणत्याही तीनवर टिपा लिहा. (१५)

१. प्रेरणा देणे.
२. ताकीद देणे.
३. संगणक.
४. द्राक्षवेल संज्ञापन
५. संज्ञापनातील पडताळणी (पुष्ट्यर्थ)

प्र.२ कोणत्याही दोन प्रश्नांची उत्तरे लिहा. (१५)

- अ. अशाब्दिक संज्ञापन म्हणजे काय? त्यातील अशाब्दिक संज्ञापनाचे चार प्रकार लिहा.

किंवा

- ब. संज्ञापनातील मानसशास्त्रीय अडथळे स्पष्ट करा.

किंवा

- क. प्रभावी श्रवणांसा येणारे विविध अडचणी कोणत्या यावर चर्चा करा.

प्र.३ अ. खालील जाहीरातीच्या उत्तरात एक अर्ज व स्वतःचे परिचय पत्र तयार करा. (७)

ब. खालीलपैकी कोणतीही दोन पत्रे लिहा. (८)

१. तुम्हाला कोलंबिया विद्यापिठात त्यांच्या अर्थशास्त्राच्या शाळेत तुम्हाला पदव्युत्तर संशोधनासाठी अर्ज करायचा आहे. त्यासाठी हेतूबद्दल विधान पत्र (SOP) तयार करा.

किंवा

२. तुमची एका प्रतिष्ठीत कंपनीमध्ये सेल्स मॅनेजर या पदासाठी निवड झाली आहे. त्यासाठी नोकरी स्विकारणीचे एक पत्र तयार करा.

किंवा

३. एका वरिष्ठ अधिकाऱ्याला प्रमोशन मिळाले आहे. त्याचे अभिनंदन करा व त्यास पत्राने ते कळवा.

प्र. ४ अ. खालील कोणत्याही एका विषयांवर १५० शब्दांमध्ये परिच्छेद लिहा. (५)

१. वृत्तपत्राचे महत्व

२. वाचनाचा आनंद

ब. पुढील परिच्छेदाचे संपादन करून त्याची रचना सुधारा. (५)

Water is a common requirement for all life forms. 70 percent of the earth's surface is covered by water; in the form of seas, oceans and lakes. A small percentage of the earth's water is also found in the bodies of plants and animals. Animals and plants need a regular supply of fresh water for survival. Man needs water for his very existence and also for his livelihood. In his inconsiderate use of water, man has begun depleting the resources of water very rapidly. It is estimated that in another decade or so the population of the world will be facing a severe water crunch. The United Nations has termed this situation a global water crisis. If preventive action is not taken in a sustained manner then the very life of Man is under a huge threat.

क. a, an, or, the वापरून गाळलेल्या जागा भरा.

We met _____ English - man and _____ Japanese last Sunday.
The Japanese had wore _____ red shirt and _____. Englishman
had wore _____ yellow sweater. (५)
