



**MBD-001-0014129** Seat No. \_\_\_\_\_

**Second Year B. A. (Sem. IV) (CBCS) Examination**

**March / April - 2018**

**FE - VIII : Written Communication**

*(Old Course)*

**Faculty Code : 001**

**Subject Code : 0014129**

Time : **2 Hours**]

[Total Marks : **50**

**1** Fill in the blanks : **10**

- (1) Ephemeral as a word refers to \_\_\_\_\_.
- (2) The word nostalgia means \_\_\_\_\_.
- (3) The Latin root Vacillo means \_\_\_\_\_.
- (4) The word Castigate means to \_\_\_\_\_.
- (5) Logos means \_\_\_\_\_.
- (6) The expert on matters involving judgement of beauty in art is called \_\_\_\_\_.
- (7) The word feline refers to \_\_\_\_\_.
- (8) The musical instrument that sounds through the woods is \_\_\_\_\_.
- (9) An \_\_\_\_\_ reader reads in huge quantities.
- (10) The expert in sounds of language is called \_\_\_\_\_.

**2** Write a short notes on any **two** of the following : **10**

- (1) Process of communication
- (2) Non-verbal communication
- (3) Effective communication
- (4) Visual and Sign language

**3** (A) Draft the notice for a meeting of the members of **10**  
Human Resource Department for the conduction of a  
seminar for the office staff and also draft the minutes.

**OR**

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**1**

**[ Contd....**

(B) Draft a press release regarding the inauguration of a new hospital.

4 (A) Draft a committee report regarding the advisability of opening a new Showroom in Rajkot. **10**

**OR**

(B) Draft a report on an accident that took place in a factory.

5 (A) Prepare an FIR on a lost mobile phone. **10**

**OR**

(B) Draft a letter of complaint regarding the misprint in the Science Text books to the Publication House.

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