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GUJARAT NATIONAL LAW UNIVERSITY
GANDHINAGAR
Course: **Communicative English**
Semester-I (Batch: 2016-21)

Mid Semester Test: August-2016

Date: 6th August, 2016
Duration: 2 hours   Max. Marks: 30

Instructions:
- Read the questions properly and write the answers in the given answer book.
- The respective marks for each question are indicated in-line.
- Do not write any thing on the question paper.
- Indicate correct question numbers in front of the answers.
- No questions or clarifications can be sought during the exam period, answer as it is, giving reason, if any.

		Marks

Q.1   Answer **any one** of the following: (05)

    (a) Describe the process of communication, indicating clearly the role of each constituent element.
    (b) What are the main barriers to effective organisational communication?

Q.2   You are Ravi Kumar/ Rama Kumari a resident of Gandhinagar. Write an application in response to the advertisement given below in the contemporary style as discussed in class.   (5+10 =15)

    Also prepare a CV for the post mentioned below.

    Wanted a legal advisor for a business house in Mumbai; knowledge of import / export laws essential; must be able to liaison with government departments. Apply giving particulars of qualifications, experience, salary expected etc., to Box No. 5678, The Daily Herald, Mumbai-400001.'

Q.3   Write the following letter in the contemporary style as discussed in class.   (10)

    You are a Sales Manager at a retail outlet, Shreeji Appliances, located in Ahmedabed. Your name is Kabir Dutt.

    A customer has complained to you about a premium kitchen gas burner that he purchased from your shop. He insists that it should be replaced because the guarantee period is not yet over. Write a reply saying that you will arrange for the necessary inspection and repairs and if the customer is not satisfied with its working, then you shall replace it.

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