

Mid Semester Test: August 2017

English (Communicative English)

**GUJARAT NATIONAL LAW UNIVERSITY
GANDHINAGAR**

Course: English (Communicative English)
Semester-I (Batch: 2017-2022)

Mid Semester Test: August- 2017

Date: 18th August, 2017

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 <i>any two</i> of the following: | (10) |
| a) What are the barriers that can obstruct the smooth flow of communication? How does the experienced communicator overcome them? | |
| b) Describe the communication cycle in detail. Draw a diagram to illustrate each constituent element. | |
| c) What are the Principles of effective organizational communication? Discuss in detail. | |
| Q.2 You are Harman Kaur/ Harman Singh, the manager of a recently opened rural branch of New Age Bank. This branch of New Age Bank which is a scheduled bank is in Kheralu village of Mehsana District. You are preparing the first quarterly report of your branch to be submitted to the main branch situated at Ahmedabad. Write the report on behalf of the manager. Please write only the main body of the report. In your recommendations suggest measures to encourage more women to open accounts. | (10) |
| Q.3 Write the following letter in the contemporary style as discussed in class. | (10) |
| <p>Your name is Ozan Malik. You are the Manager of a hotel in Delhi, Hotel Sweet Dreams. You had placed an order for 12 dozen bed sheets after examining samples sent by the Mumbai Dyeing Mills Ltd.</p> <p>You received the consignment yesterday. When the consignment was opened you found that the sheets did not conform to the samples you had selected and approved- neither in texture nor in shades or patterns. Write a letter to the Mumbai Dyeing Mills Ltd demanding their replacement or suitable compensation.</p> | |

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