

Jamia Hamdard
School of Management and Business Studies
Department of Management
B. Com-Semester I
Odd Semester Examination - December 2025

Roll No...

Subject Name: Communicative English

Subject Code: BCH-AE-01

Duration: 1.5 Hours

Max. Marks: 30

Section A - Short Answer

(4X3=12)

Note: Attempt any THREE Questions. All questions carry equal marks.

Q1: Explain with examples:

- a) The difference between homophones and homonyms
- b) The importance of one-word substitutions in academic writing

Q2: Fill in the blanks with synonyms:

- a) The meeting will _____ (begin) at 10 AM.
- b) The manager was very _____ (polite) during the conversation.
- c) Drinking enough water is _____ (essential) for good health.
- d) His explanation was very _____ (brief).

Q3: Transform the following simple sentences into compound sentences:

- a) Owing to his ill health, he could not come to the office.
- b) To everyone's surprise, the project completely failed.
- c) He must confess his guilt to avoid punishment.
- d) He must work very hard to win the prize.

Q4: Comprehension Passage

Rohan loves reading books. Every evening after school, he spends one hour in the library. His favourite books are about animals and nature. Reading helps him learn new things and improves his vocabulary.

Questions

1. What does Rohan love doing?
2. How much time does he spend in the library?
3. What kinds of books does he like?
4. Give a synonym for "favourite".

Q5: Read each sentence carefully. Write the sentence type (declarative, interrogative, imperative, or exclamatory) next to each sentence.

- a) What a beautiful garden!
- b) Please pass me the salt.
- c) Do you know the answer?
- d) Christmas is almost here!

Section B-Long Answer

(9X2=18)

Note: Attempt any **TWO** Questions. *All questions carry equal marks.*

Q1: Presentation on "Importance of Communication Skills in Business"

Prepare a presentation outline with:

- Introduction
- Need for communication
- Types of communication
- Benefits for professionals
- Examples
- Conclusion

Q2: Write a detailed note on the do's and don'ts of a Group Discussion.

Q3: Write short notes on the following:

- a) Email etiquette
- b) Meeting etiquette
- c) Telephone etiquette
- d) Why etiquette reflects professionalism

Q4: What is a presentation? Discuss the skills which can make a presentation engaging and attractive. Also discuss the various types of presentation.

Q5: What are the parts of speech? Explain with appropriate examples.