

Roll No.

Y – 2806

B.T.M. (Second Semester) EXAMINATION, May/June-2021

Paper – 206

ENGLISH

Time : Three Hours

Maximum Marks : 40

Minimum Pass Marks : 16

Note—Attempt *all* the questions.

Unit-I

1. Define ‘Communication’. What are the tools of effective communication ? 8

Unit-II

2. Discuss the form of Business letters. Give an example of a business letter. 8

Unit-III

3. What do you understand by ‘Interview’ ? Throw light on interview techniques. 8

Unit-IV

4. What are successful Group Discussion techniques ? Also discuss Do’s and Don’ts in Group Discussion techniques. 8

Unit-V

5. What do you understand by telecommunication ? How many types of telecommunications are there ? 8

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