

Printed Pages : 3



NFA222

(Following Paper ID and Roll No. to be filled in your Answer Book)

PAPER ID : 166402

Roll No.

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BFA

(SEM. II) THEORY EXAMINATION, 2014-15

ENGLISH

(Common for both specialization - Applied Art & Painting)

Time : 3 Hours]

[Total Marks : 70

SECTION - A

Answer all the following questions :

5×2=10

- (1) Define Communication.
- (2) Differentiate between oral and written communication.
- (3) What are the two basic forms of communication?
- (4) What is the most important function of business communication?
- (5) How channel plays an important role in communication process ?

SECTION - B

Answer any three questions.

3×10=30

- (6) What are nouns? Explain all different forms with an example.
- (7) Explain the process of communication.
- (8) What are the main barriers to effective communication? Explain in detail.
- (9) What do you understand by grapevine? What is its importance in an organization?
- (10) Communication is the life blood of business. Explain.

SECTION – C

3×10=30

- (11) Write a note to introduce yourself.

OR

Write an application to the director of your college for seeking permission to attend an annual art exhibition at Noida.

- (12) What is meant by effective listening? What are its main principles?

OR

Explain 7c's of communication.

- (13) Discuss the steps you would take to prepare yourself for job interview at a multinational company. How will you write a perfect resume?

OR

Write a job application letter to ABC Co., Chandigarh for the post of an artist. Also give your resume for the same.
