

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.

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