



Seat	
No.	

Total No of Pages: 4

Kamala College, Kolhapur
(Autonomous)
B. A. (Part-I) (Semester-II)
Examination March/April, 2024.
NEP - 2020 Level – 4.5
SEC- II: Writing Skills
Subject Code: 233

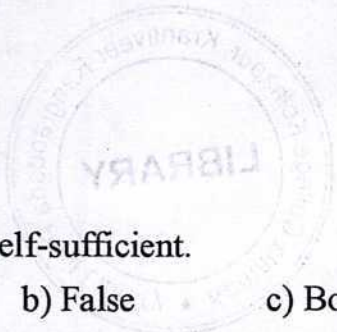
Day and Date: Friday, 12/04/2024
Time: 9.00 a. m. to 10.00 a. m.

Total Marks: 50

Instructions:

1. All questions are compulsory.
2. Each question carries two marks.
3. Write the correct option (a/b/c/d) in the given box.

- Q. 1 'With love' is used in which part of an informal letter?
- a) Heading b) Opening c) Closing d) Body
- Q. 2 Where is the name of the company inviting mentioned in an invitation of quotation?
- a) Top left corner b) Bottom left corner c) Top right corner d) Bottom right corner
- Q. 3 A tender is advertised in _____.
- a) Newspapers b) Business environment c) Domestic Market d) Sellers
- Q. 4 The heading /subject of a notice should -----
- a) Not be there b) Be brief and catchy c) Be a long tail keyword d) None of these



- Q. 5 Minutes must be self-sufficient.
- a) True b) False c) Both a and b d) None
- Q. 6 In order to have the desired effect on the recipient what should letter be?
- a) The proper b) To the point c) Grammatically d) All of the
and relevant correct above
- Q. 7 Which document is prepared before a meeting to list items to be discussed or acted upon?
- a) Agenda b) Memo c) Minutes d) Research report
- Q. 8 Reports are often used to display the result of:
- a) Experiment b) c) Inquiry d) All of these
Investigation
- Q. 9 Email stands for -----
- a) Electric mail b) Easy mail c) Electronic d) None of
mail above
- Q. 10 Who is a blogger?
- a) Person who b) Person c) reviewer of d) d. None of
consumes blog creating and blog these
publishing
blog content
- Q. 11 Quotations are letters of enquiry.
- a) True b) False c) Both a and b d) none
- Q. 12 A good report must have:
- a) Clear logical b) Extra c) Both a and b d) None of
structure information these
about report
- Q. 13 Sending an e-mail is similar to
- a) Picturing an b) Narrating a c) Writing a d) Creating a
Event story letter drawing

- Q. 14 Which of the following is not a part of a notice?
- a) Salutation b) Subject c) Date d) Signature
- Q. 15 Which of these is a blogging platform?
- a) a. Word Press b) Blogger c) Tumblr d) All of these
- Q. 16 Sender's complete address is required in the following type of -----
- a) Formal b) Intimate c) None d) Both a and b
- Q. 17 Which of these is not mentioned in a tender?
- a) Date b) Notice number c) Sign d) Designation
- Q. 18 Which of these are modes of interaction between the reader and blogger?
- a) Likes b) Comments c) Share d) All of the these
- Q. 19 Review of previous minutes by board members would be in which section of the minutes?
- a) Approval of minutes b) Adjournment c) New business d) Call to order
- Q. 20 Common formats for report writing are:
- a) Introduction b) Method c) Both a and b d) Inform
- Q. 21 What is written on the top of a notice?
- a) Date b) Name of the institution/organization c) Subject d) Body of notice
- Q. 22 Gmail belongs to -----
- a) Great mail b) Yahoo mail c) Google mail d) Gopher mail



Q. 23 Types of report:

a) Formal b) Research c) Resume d) Revision

Q. 24 How would you address the recipient of an informal letter?

a) Dear Mr. b) My Dear c) Dear Sir/
Madam d) Hello
Madam

Q. 25 Which of these is mentioned in a tender?

a) Notice number b) Signature c) Address of
the tenderer d) Courteous
leave-taking

