



Seat No.	
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Total No of Pages: 4

Kamala College, Kolhapur
(Autonomous)
B.A. (Part-I) (Semester-II)
Examination March/April, 2024.
NEP - 2020 Level – 4.5
VSC-7: English Writing and Reading Skills
Subject Code: 220

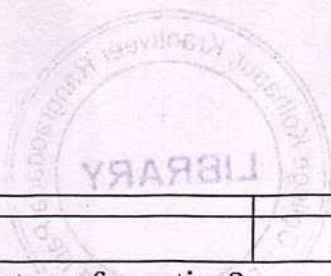
Day and Date: Friday, 12/04/2024
Time: 8.00 a. m. to 9.00 a. m.

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	The heading /subject of a notice should ----- .				<input type="checkbox"/>
	a) not be there	b) be brief and catchy	c) be a long tail keyword	d) none of these	
Q. 2	In order to have the desired effect on the recipient what should letter be?				<input type="checkbox"/>
	a) The proper	b) To the point and relevant	c) Grammatically correct	d) All of the above	
Q. 3	What is an agenda most like?				<input type="checkbox"/>
	a) a report on events	b) a research on something	c) a map with milestones	d) repair manual	
Q. 4	Reading your favorite short stories is an example of _____ reading.				<input type="checkbox"/>
	a) Intensive	b) Scanning	c) Extensive	d) None of the above	



Q. 5	What is written on the top of a notice?				<input type="checkbox"/>
	a) Date	b) Name of the institution/organization	c) Subject	d) Body of notice	
Q. 6	Reading that is done fastly and allows the reader to gather information quickly is called				<input type="checkbox"/>
	a) Scanning	b) Skimming	c) Both a and b	d) None of the above	
Q. 7	Which of the following is NOT included in an agenda?				<input type="checkbox"/>
	a) Advice of a planned meeting	b) Communicates the results of a decision	c) Ensures that a meeting is run efficiently	d) Communicates important information about the meeting	
Q. 8	Looking for a number in your phone is an example of				<input type="checkbox"/>
	a) Intensive	b) Extensive	c) Skimming	d) Scanning	
Q. 9	Minutes are used to describe _____.				<input type="checkbox"/>
	a) body of the agenda	b) discussions, decisions, and actions during the meeting	c) discussions, decisions and how to spend your time	d) discussion, decisions and our refreshments	
Q. 10	Which of the following is NOT a purpose of an agenda?				<input type="checkbox"/>
	a) advice of a planned meeting	b) communicates the results of a decision	c) ensures that a meeting is run efficiently	d) communicates important information about the meeting	
Q. 11	Which one of the following is not a reading technique?				<input type="checkbox"/>
	a) Skimmng	b) Fiction	c) Intensive	d) Scanning	

			Reading		
Q. 12	Which of the following is not a part of a notice?				<input type="checkbox"/>
	a) Salutation	b) Subject	c) Date	d) Signature	
Q. 13	Which type of letter is informal ?				<input type="checkbox"/>
	a) Parents	b) Business letter	c) Official letter	d) The editor letter	
Q. 14	Which of the following is NOT included in an agenda?				<input type="checkbox"/>
	a) Expected outcomes	b) Location and date	c) Start time of meeting	d) Topics to be discussed	
Q. 15	Which sequence is followed in a letter ?				<input type="checkbox"/>
	a) The main body, salutation, complementary close	b) Complementary address, body, salutation	c) Body, complimentary close, salutation	d) Salutation, the main body, complementary close.	
Q. 16	Which document is prepared before a meeting to list items to be discussed or acted upon?				<input type="checkbox"/>
	a) Minutes	b) Memo	c) Agenda	d) Research report	
Q. 17	Intensive reading is also called ____ reading.				<input type="checkbox"/>
	a) Narrow	b) Broad	c) Close	d) Wide	
Q. 18	Minutes must be self-sufficient.				<input type="checkbox"/>
	a) True	b) False	c) both a and b	d) none of these	
Q. 19	Sender's complete address is required in the following type of				<input type="checkbox"/>
	a) Formal	b) Intimate	c) Both 'a' and 'b'	d) None	

Q. 20	What is the chief purpose of notice writing?				<input type="checkbox"/>
	a) To inform others	b) To take information from other authorities	c) To boycott the students	d) None of these	
Q. 21	'With love' is used in which part of an informal letter?				<input type="checkbox"/>
	a) Heading	b) Opening	c) Closing	d) Body	
Q. 22	If you do not understand what you read, what one thing you could do?				<input type="checkbox"/>
	a) Skip it	b) ask the teacher	c) Reread it	d) Recall it	
Q. 23	Which of these details are not mentioned in minutes?				<input type="checkbox"/>
	a) venue of the meeting	b) date of the meeting	c) name of the chairperson	d) age of the chairperson	
Q. 24	Which letter is formal type ?				<input type="checkbox"/>
	a) Mother	b) Friend	c) The editor	d) Son	
Q. 25	Which of these is the right format of the date in a notice?				<input type="checkbox"/>
	a) 20/03/2024	b) 20 th March,2024	c) 20-03-2024	d) None of these	

