

A-0705

Total Pages : 4

Roll No.

BAEL-102

Bachelor of Arts (BA)

(Advanced Reading and Writing Skills)

1st Year Examination, Session December 2024

Time : 2:00 Hrs.

Max. Marks : 70

Note :- This paper is of Seventy (70) marks divided into Two (02) Sections 'A' and 'B'. Attempt the questions contained in these Sections according to the detailed instructions given therein. Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

Section-A

Long Answer Type Questions 2×19=38

Note :- Section 'A' contains Five (05) Long-answer type questions of Nineteen (19) marks each. Learners are required to answer any two (02) questions only.

1. You are the Secretary of ABC Corporation. Draft an agenda for an upcoming board meeting scheduled to discuss quarterly performance, budget approvals, and future projects. Based on the agenda, prepare sample minutes of the meeting, including key discussions and decisions. Invent any necessary details.
2. Discuss how the literary devices Irony, Paradox and Antithesis enhance the reader's comprehension of complex themes in a text. Use specific examples to illustrate your points.
3. Write a report on the challenges faced during the implementation of a new software system in your organization. Include an analysis of the problems, their causes, and recommendations for improving future implementations.
4. A leading school, ABC International, advertised a vacancy for the position of Senior Chemistry Teacher in The Education Chronicle on 15 October, 2024. Prepare a resume highlighting your academic qualifications, teaching experience, and relevant skills. Write a formal job application to apply for the position, ensuring you align your expertise with the requirements mentioned in the advertisement.

5. Imagery, allegory, and symbolism enhance a narrative by adding depth and multiple layers of meaning. Examine how a poet or novelist employs these literary devices to evoke emotions and enrich the setting. Support your analysis with relevant examples.

Section–B

(Short Answer Type Questions) 4×8=32

Note :- Section ‘B’ contains Eight (08) Short-answer type questions of Eight (08) marks each. Learners are required to answer any *four* (04) questions only.

1. In what ways similes and metaphors enrich writing by adding depth and emotional impact ? Provide examples from literature or everyday conversation to illustrate your points.
2. Write an essay on the topic “Is online education as effective as traditional classroom learning ?”
3. You have received an invitation to participate in a charity event, but unfortunately, you cannot attend. Write a courteous letter declining the invitation, while expressing your support for the cause.
4. What are the key elements that contribute to effective business writing.

5. What role does an organization play in the note-taking process, and how does it impact the effectiveness of the notes for future reference ?
6. Recount a memorable trip or adventure and the lessons or insights you gained from it. (Word Limit 250 to 300).
7. The health and safety department is conducting a mandatory workplace safety training session next week. Write a professional memorandum to all employees informing them of the training schedule, location, and attendance requirements.
8. You are the HR manager at a consulting firm, and you need to send an offer letter to a candidate for the position of Financial Analyst. Draft a formal offer letter. including the salary, benefits, joining date, and expectations for the role.
