

A-0759

Total Pages : 4

Roll No.

BAEL-102

Advanced Reading and Writing Skills

Bachelor of Arts (BA)

Examination 2026 (Feb.)

Time: 02:00 hrs

Max. Marks: 70

Note : This paper is of seventy (70) marks divided in to two (02) Section 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)

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.

(2x19=38)

P.T.O

A-0759

1. Your company is planning to launch a new product next quarter. As the Executive Assistant to the Managing Director, you have been asked to organize a Project Planning Committee Meeting. Draft a formal Agenda for this meeting and prepare sample Minutes of the Meeting based on the discussions. Invent all necessary details.
2. The District Health Officer is alarmed by the rising cases of unhealthy eating habits school children. As the Health Inspector, prepare a detailed report on this serious issue. Invent all necessary facts and observations.
3. The finance department has updated the reimbursement policy for travel expenses. Prepare a memorandum announcing the revised rules to all employees.
4. A post of Assistant Professor in Communication Studies at ABC College was advertised in The Daily Herald on 12 October, 2025. Prepare a detailed resume showcasing your relevant qualifications, teaching experience, and academic achievements. Write a formal job application applying for the post.

5. You have been invited to attend a product launch event hosted by a business associate.

Write a polite refusal letter, expressing your appreciation for the invitation and extending your good wishes for the event.

Section-“B”

(Short -answer - type questions)

Note:- Section ‘B’ contains eight (08) short-answer type questions of eight (8) marks each. Learners are required to answer any Four (04) questions only.

(4x8=32)

1. Write an essay on: “Should smartphones be allowed in educational institutions?”
2. What is the main reason for taking notes during a lecture or meeting?
3. How do similes and metaphors improve clarity and depth in writing? Give examples from stories, poems, or everyday conversation.
4. What are the key features of good business writing?

P.T.O

5. Write a note on sound patterns.
6. Your company is introducing a new employee ID verification system at the main entrance. Inform all staff about the new procedure through a business correspondence that suits best.
7. How do irony, paradox, and antithesis help reveal the deeper meanings or complexities in a text or situation? Explain using examples.
8. You are the HR Manager of a company and need to send a job offer to a candidate selected for the post of Sales Coordinator. Draft a formal offer letter, including job title, salary package, joining date, and other employment terms.
