

**A-0487**

**Total Pages : 4**

**Roll No. ....**

## **BAEL-102**

**Advanced Reading and Writing Skills**

**Bachelor of Arts (BA)**

**Examination 2025 (June)**

**Time: 02:00 hrs**

**Max. Marks: 70**

Note : This paper is of Seventy (70) marks divided into 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)**

**(2x19=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.

**P.T.O**

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1. The Director of Education is deeply concerned about the loss of reading habits among the youth today. As the Education Officer, prepare a report on this critical issue. Invent necessary details.
2. A post of Associate Professor for English in XYZ University has been advertised in The Time Accent on 7 November, 2024. Prepare a resume and effectively highlight your qualifications and experience to match the advertised role. Write a job application to apply for the post.
3. Imagery, allegory and symbols enrich a narrative by adding layers of meaning for the reader. Analyze how a poet or novelist uses imagery, allegory and symbols to evoke emotions and develops the setting. Provide examples to support your answer.
4. Irony, Paradox and Antithesis often highlight the complexities of life and human behavior. Discuss how they contribute to a deeper understanding of a text or situation? Explain with examples.
5. Draft an Agenda for a Board Meeting. Prepare sample minutes of meeting. Invent necessary details.

## **Section-“B”**

### **(Short -answer - type questions)**

**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.**

**(4x8=32)**

1. “The First Time I Gave a Public Speech” Narrate your experience on the given topic. (Word Limit 250 to 300).
2. Your Company’s HR department needs to inform employees about a change in the leave policy. Draft a professional memorandum that communicates this change clearly and concisely.
3. What is the primary purpose of note-taking during lectures or meetings?
4. List the characteristics of effective business writing.
5. Write an essay on the topic “Should the voting age be lowered to 16?”

**P.T.O**

6. You have received an invitation to attend an invitation to a business seminar. Write a polite refusal letter, expressing your regret and best wishes for the event.
7. You are the HR manager of a company, and you need to send a job offer to a candidate who has been selected for the position of Marketing Executive. Draft a formal offer letter, including the job title, salary, start date, and other terms of employment.
8. How can similes and metaphors enhance the quality of writing and contribute to a reader's understanding? Provide specific examples from literature or everyday language to support your answer.

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