

**MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD**  
**(Accredited "A+" Grade by NAAC)**  
**Directorate of Distance Education**

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**Programme: B.A. 2<sup>nd</sup> Semester**  
**Course: Integrated Skills in English-I (BIEN201CCT)**  
**July-2022 Admitted Batch**

**Assignment No. 2 (Units 11 to 17)**

**Max Marks: 10**

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**Part-A**  
**Short Answer Questions**

Attempt any **two** questions from the following. Each question carries 2 marks. **2x2=4**

1. Briefly discuss barriers to effective listening.
2. List out benefits of reading with examples.
3. Define communication and explain its significance.
4. What are tongue-twisters? Why are they useful in language learning?

**Part-B**  
**Long Answer Questions**

Attempt any **two** questions from the following. Each question carries 3 marks. **2x3=6**

1. Write a detailed note on descriptive writing and its different types.
2. Illustrate the importance of writing skills and list out different strategies to improve writing skills.
3. What is a notice? Explain the basic structure of a notice and mention some points for writing a good notice.

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**Programme: B.A./B.Com 2<sup>nd</sup> Semester**  
**Course: Integrated Skills in English-I (BIEN201CCT)**  
**July-2023 Admitted Batch**

**Assignment No. 3 (Units 18 to 24)**

**Max Marks: 10**

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**Part-A**  
**Short Answer Questions**

Attempt any **two** questions from the following. Each question carries **2** marks. **2x2=4**

1. Mention two advantages of using newspapers to teach reading skills.
2. Explain the role of a teacher in classroom interactions.
3. What aspects of letter writing now vary from those in the past? Explain.
4. Briefly discuss the ways audio-visual advertisements could be employed to alter the aptitude of language learners within the classroom?

**Part-B**  
**Long Answer Questions**

Attempt any **two** questions from the following. Each question carries **3** marks. **2x3=6**

1. How to draft a good resume? List out important points that need to be considered in resume writing?
2. Elaborate upon the various types of business correspondences.
3. In business and marketing, what function does effective correspondence serve? Discuss the different kinds of business letters in detail.
4. Define an interview and discuss various types of interviews.