

Seat No.: _____

[A-10]

No of printed page: 01

SARDAR PATEL UNIVERSITY
TYBA (External) Examination
Wednesday, May 04, 2022
03:00 pm - 05:00 pm
TYBAAEC300
Applied English for Communication

Total Marks: 70

Notes:

1. Figures to the right indicate full marks.
2. Mention clearly the option you attempt.

- Q 1 Write a note on the universal telephone etiquette.
(OR) (18)
- Q 1 Explain in detail the advantages of time management.
- Q 2 *When to say no* and *How to say no* both are important and necessary. - Explain
(OR) (17)
- Q 2 Write a note on how to succeed in negotiation.
- Q 3 Discuss change, grow, persist, prioritize, relate and dream as important factors for emotional skills.
(OR) (18)
- Q 3 *Looking at things differently* is the key to success in critical thinking.
- Q 4 Discuss the different punctuation marks with relevant examples.
(OR) (17)
- Q 4 *Why it is necessary to distinguish the fact from opinion in critical thinking.* - Explain.

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