

4. Draft a reply to a firm seeking agency for your cosmetic products incorporating all your terms and conditions.
5. Draft a speech to be delivered in the convocation where students are conferred with fashion design degrees.

Register Number :

Name of the Candidate :

5 2 0 1

B.A. DEGREE EXAMINATION, 2011

(TRAVEL, TOURISM AND TICKETING)

(SECOND YEAR)

(PART - II)

(PAPER - XV / VI)

**201 / 210. ENGLISH COMPOSITION AND
BUSINESS CORRESPONDENCE**

*[Common with B.Sc. Fashion Design /
Textile Design / Interior Design /
B.A. (Travel, Tourism & Ticketing with
100 Marks Maximum)]*

December]

[Time : 3 Hours

Maximum : 60 Marks

*Answer Section - A and Section -B
in separate answer books.*

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SECTION - A (30)*(ENGLISH COMPOSITION)*

I. Write essays on any TWO of the following in about TWO pages each : (2×9=18)

1. Discuss the love story of Pip and Estella.
2. Sketch the character of Provis.
3. How does Farfrae rise to become the Mayor?
4. Discuss Hardy's philosophy of life with reference to 'The Mayor of Casterbridge.'

II. Write a precis of the following passage reducing it to about ONE-THIRD of its length:
(12)

Teaching is all about imparting knowledge and skills and in the process understanding the young minds that you are trying to mould. One would think that teachers should be able to do this effortlessly. Communication skills form a fundamental professional competency for teachers. But in reality how much of what is being taught, do the students actually

To sum up, communication is the core aspect for any teacher. One can influence more than 80 percent of the students through proper communication as it carries much more than the words alone and can develop a good attitude in them. So a teacher can go up in the ladder in terms of his communication skills, which if given proper direction and meaningful coordination will go a long way in creating geniuses.

SECTION - B (30)*(BUSINESS CORRESPONDENCE)*

Answer any THREE questions.
ALL questions carry equal marks.

(3×10=30)

1. Give the structure of a business letter.
2. Write a letter to seek the quotation for the supply of kid's garments.
3. Write a series of two letters to collect the amount overdue for a period of one year.

Turn Over

Communicate with empathy to convey your concern, support and guidance. Opt for positive motivation that creates interest in the subject even while removing any fears or apprehensions bring in humour.

Effective communication is always a two-way street. Encourage students to communicate freely and share their thoughts, feelings, opinions, doubts and ideas.

Listening intently, asking clarifying questions and acknowledging will ensure that they feel both heard and understood. This will maintain an effective dialogue with open inquiry, participation and supportive collaboration that stimulate learning.

Explore your own communication skills - are they good or just adequate. Request feedback from colleagues or friends. You could even opt for a crash course in the subject. This will teach everything from interacting with students both one-to-one and one-to-many levels, to reflective listening, how to solve doubts and queries, assign tasks and even facilitate group discussions.

understand, let alone retain? The truth is that very often teachers fail to convey their knowledge adequately. That's why students often tend to be confused, bored and barely involved. Learning becomes by rote with no real motivation.

To be able to teach what you know and present it in a way that the entire class can understand it, requires superb effective communication skills. Yet this remains one of the most neglected aspects of teacher training. Developing the skills needed to become good communicators will enable teachers to not only get their message across, but also foster interest, enthusiasm and participation in the class. It will enhance co-operation among students, thus enabling the educators to both connect with students and enhance their learning process.

The attention span of the present generation is very limited. So a teacher needs to captivate and draw attention of the students as well as build a rapport with them. This is possible only through good communication. No

Turn Over

wonder than that the level of student achievement is directly linked to their instructor's ability to communicate.

In a country like India, where teachers are considered to be a second parent, they are morally responsible for transforming the student community for which self-grooming and introspection become more essential. This can be achieved only by gaining a sound awareness of the complexities of communication.

Good teaching is all about effective communication. These communication skills basically refer to presenting the lessons / lectures to the students in such a way that it transforms what you think into something that the students can comprehend and implement.

Monitor your verbal communication to ensure proper grammar pronunciation, volume, pitch, stress and tone. Let clarity, enthusiasm, and sensitivity be the hallmarks of both your oral and written communications. Make your body language equally powerful.

One of the experts in the field of communication, Mr. Mohan elaborates, "Talk direct talk straight and students will quickly pick up the logic of the concepts. Reply directly where they ask questions too. Moreover, students learn not so much from what you say as what you do."

Use the latest technological aids like computers, multimedia and other equipment as a major communication resource that not only abet learning but also, make it interesting, engaging and exciting.

Effective communication in the class-room is not only about eye contact, using correct language pace and pauses. Teacher have to rise above the regular communication requirements to perceive the learning styles of individual students on what they can communicate more effectively.

Be flexible enough to adapt your teaching methods in a way that it overcomes student limitations. Pay constant attention, so that you can read the signs and sense problems in understanding.

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