

**TILAK MAHARASHTRA VIDYAPEETH**  
**Bachelor of Social Work (B.S.W.)**  
**DECEMBER - 2025**  
**Third Semester**  
**Sub : Communicative English (BSW23-306)**

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**Date: 30/12/2025**

**Marks: 30**

**Time: 2.00 pm to 3.30 am**

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**Instructions: 1) All questions are compulsory**

**Q.1 Fill in the blanks by choosing correct alternative (05)**

1. A memo is typically an internal document used for communication within an organization, whereas a circular is often distributed more \_\_\_\_\_ to a wider, sometimes external, audience.  
a) sparingly                      b) exclusively                      c) widely                      d) confidentially
2. The recipient's name and address are included at the top of a formal letter in the \_\_\_\_\_ information section.  
a) Sender's                      b) Recipient's                      c) Salutation                      d) Subject line
3. A \_\_\_\_\_ is generally a concise, one-to-two-page document tailored for a specific job application, focusing on relevant skills and experience.  
a) CV                      b) bio data                      c) Resume                      d) introduction
4. Both CVs and resumes should highlight accomplishments using strong action \_\_\_\_\_ to describe responsibilities in previous roles.  
a) sentences                      b) plan                      c) word                      d) verb
5. Every professional email must have a clear and concise \_\_\_\_\_ line that summarizes the content of the message.  
a) Salutation                      b) Signature                      c) Attachment                      d) Subject

**Q.2 Answer the following in detail: (Any one) (10)**

- 1) What are different types of resume?
- 2) What are the features of letter writing?
- 3) Write difference between formal and informal letter

**Q.3 Write Short Notes: (Any three) (15)**

- 1) What is CV?
  - 2) What are key functions of email?
  - 3) What is formal letter?
  - 4) What is circular? Give one example.
  - 5) What is Agenda? Give one example.
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