

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**DIRECTORATE OF DISTANCE EDUCATION**  
**COMMUNICATIVE ENGLISH (AECC ID**  
**B.A., B.Sc., B.Com.**  
**ASSIGNMENT**

Max. Marks: 30  
Min. Marks: 12

**PART-A (Multiple Choice Questions)**

I. Answer all questions.

5x2=10

- (i) We may use incomplete sentences in---  
---speech.  
(a) formal  
(b) informal (c) agreeing (d) none
- (i) The greeting, "Good morning" is used while-  
---a conversation.  
(a) starting  
(b) closing (c) rejecting  
(d) agreeing
- (ni) "Meet my friend, Rohan" is an example of-  
(a) self introduction  
(b) introducing others  
(c) agreeing (d) none
- (iv) We---  
-when we receive a gift or a complement.  
(a) thank  
(b) apologise  
(c) interrupt  
(d) none
- (v) "Excuse me." Is an expression used while--  
--Someone  
(a) interrupting  
(b) agreeing  
(c) rejecting  
(d) none

**PART-B (Very Short Answer)**

Note: Write very short Answers on any two (2) of the following questions.

2x5=10

2. Give an example of opening and closing an informal conversation, along with it provide appropriate responses to it.
3. When do you introduce yourself informally? Give one example of informal self introduction.
4. Give two examples of expressing complete disagreement.
5. Give some common situations for thanking others.

**PART-C (Long Answer)**

Note: Answer any one(1) of the following questions

1x10=10

6. When you meet a higher official in your office how will the conversation be?  
Construct a dialogue.
7. Construct a dialogue expressing apology according to the following situation:  
\*Mahmood has taken his daughter to his friend's house. While playing with a pet cat, she accidentally breaks a vase.
8. Build a telephonic conversation inviting your friend to dinner.