

MVP Samaj's K.G.D.M. Arts, Commerce and Science College, Niphad

Internal Examination March 2025-26

Subject : Ability Enhancement Course (Sem:II)

Text: Professional Communication through English

Class: F.Y.B.C.S/FYBSc

Time: 1 Hour

Marks:20

Q. 1 Answer the following question in detail (any one)

(5x2=10)

1. Write down five ways to reduce stress
2. What are the two different types of communication

Q.2 Answer the following question (any two)

(5x2=10)

1. Write a **minutes** of the meeting organised by Eco Club of your college on 15th March 2026. The primary agenda is to organize a "butterfly walk" in the adjacent park and to plan a tree plantation drive in the city.
2. As Pritam, Secretary of the Science Club of your college, **Write a notice** informing the club's members about its annual meeting scheduled to be held in the seminar hall, on 6 September 2024 from 10 a.m. to 1 p.m.
3. Write a **blog post** of around 600 words about your favourite recipe