

B.Sc. Semester - 4 (NEP-2020) Examination**March/April-2026****Conversational Skills-2 (Skill Enhancement Course)****Time: 1:00 Hours****Marks: 25****Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate marks.

Que.1 (A) Give appropriate responses to following dialogues. (05)

Receptionist: Good morning. How may I help you?

Visitor: _____

Receptionist: Whom do you want to meet?

Visitor: _____

Receptionist: Do you have an appointment?

Visitor: _____

Receptionist: The principal will see you now.

Visitor: _____

Receptionist: Please go to Room No. 5.

Visitor: _____

Receptionist: Have a nice day.

Visitor: _____

Que.1 (B) Write a dialogue on any one of the following situations. (05)

- 1) Two friends discussing preparation for exams.
- 2) A customer talking to a shopkeeper about buying a mobile phone.

Que.2 (A) Write a workplace dialogue on any one of the following topics. (05)

- 1) An employee requesting leave from the manager.
- 2) Two colleagues discussing completion of office work.

Que.2 (B) Write draft for given topics for group discussion or debate. (05)

- 1) Social media's impact on mental health.
- 2) The influence of Bollywood on Indian society.

Que.3 Write a formal email on any one of the following topics. (05)

- 1) Requesting a Bonafide Certificate from the Principal.
- 2) Applying for a leave due to illness.
