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BLI-225

**BACHELOR'S DEGREE IN LIBRARY
AND INFORMATION SCIENCE
(REVISED) (BLIS)**

Term-End Examination

June, 2026

BLI-225 : COMMUNICATION SKILLS

Time : 3 Hours

Maximum Marks : 70

Note : Answer all questions.

1. Read the passage given below and answer the questions that follow : 20

A dialogue literally means 'talk between two people.' Dialogue-writing is a useful form of composition, especially for the Indian student who is trying to gain a command on

spoken English. Under proper guidance, it should introduce him to the colloquial way of talking English, and train him to express his thoughts in easy and natural constructions. The spoken English of the Indian school-boy is too often rather stilted and bookish, owing to the fact that he has not much chance of talking with English people; and anything that will help him to acquire naturalness and ease in speaking in English is of value.

To write a dialogue successfully, calls for a little dramatic power; for the writer has not only to see both sides of a question, but has also to put himself, so to speak, inside two imaginary persons so as to make them express their opposite opinions naturally and in keeping with their characters. He has in turn to be each one, and see the point of view of each on the question.

A written dialogue should be so composed that it appears to be spontaneous or impromptu. The reader of it should not feel that it is permeated, stilted and dull. At the same time, careful preparation is necessary for writing a dialogue, though this must not appear. The writer must have the art to conceal his art. It is always advisable to make a plan or outline of the dialogue before beginning to write; otherwise the dialogue may be rambling and pointless.

(a) Answer the following questions :

- (i) Explain the meaning of 'Dialogue'.
Discuss its importance and usefulness for the Indian students.

2

- (ii) Why is the spoken English of the Indian students stilted or bookish ?

2

- (iii) How can one write a dialogue successfully ? 2
- (iv) Why do you think that the written dialogue should be composed ? 2
- (v) Why do you think careful preparation is necessary ? 2
- (b) Pick out words from the passage which mean the same as the following : 5
- (i) Helpful (para 1)
- (ii) Instruction (para 1)
- (iii) Fanciful (para 2)
- (iv) Automatic (para 3)
- (v) Rustic (para 3)
- (c) Make sentences of your own with any *five* of the following words : 5
- (i) Dialogue

- (ii) Colloquial
- (iii) Bookish
- (iv) Dramatic
- (v) Imaginary
- (vi) Spontaneous
- (vii) Preparation

2. Write a short note on any *one* of the following : 10

- (i) Portfolios : its importance
- (ii) Importance of body language in communication
- (iii) Effective presentation

3. Write a letter to the Education Secretary requesting him to issue a letter to all schools to have adequate library facilities. 10

4. Write a paragraph on your college library and the facilities provided by it. 10
5. Write a resume of yourself for the job of a librarian in a college. 10
6. Fill in the blanks with the appropriate form of the verbs given in the brackets : 5
- (a) Every year he.....(host) a grand party for family and friends.
- (b) Although I.....(try) very hard, I lost.
- (c) He is.....(look) forward to the lecture.
- (d) I.....(see) the Taj Mahal last year.
- (e) You must never.....(open) the door to a stranger.

7. Fill in the blanks with suitable articles : 5

(i) I met him.....year ago.

(ii) Have you told him about.....
accident.

(iii) He is.....honour to this profession.

(iv) The brave soldier lost.....arm in
battle.

(v) Let us discuss.....matter seriously.

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