

2018/TDC/ODD/ENGAEC-101T/004

TDC (CBCS) Odd Semester Exam., 2018

ENGLISH

11/5/18

(1st Semester)

Course No. : ENGAEC-101T

(English Communication)

Full Marks : 50

Pass Marks : 20

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

Answer all questions

UNIT—I

Answer any *three* questions of the following : $1 \times 3 = 3$

1. (a) What is communication?
- (b) Name the two major types of communication.
- (c) Define written communication.
- (d) Define interpersonal communication.

2. Answer any *one* of the following : 2

- (a) Explain briefly the meaning of business communication.
- (b) State any two demerits of verbal communication.

(2)

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3. Answer any *one* of the following question : 5
- (a) Bring out the salient features of verbal communication.
- (b) State the importance and objectives of business communication.

UNIT—II

4. Answer any *three* of the following questions : 1×3=3
- (a) Define monologue.
- (b) What is effective communication?
- (c) What is dialogue?
- (d) What do you mean by group discussion?

5. Answer any *one* of the following questions : 2
- (a) Mention any two skills required to participate in a group discussion.
- (b) State any two steps of effective communication.
6. Answer any *one* of the following questions : 5
- (a) State some possible causes of miscommunication.
- (b) Suggest some essential steps for conducting a job interview.

UNIT—III

7. Answer any *three* of the following questions : 1×3=3
- (a) What do you mean by close reading?

(3)

- (b) What is comprehension?
- (c) What do you mean by summarising a text?
- (d) What is paraphrasing?
8. Answer any *one* of the following questions : 2
- (a) Briefly describe the meaning of comprehension. Mention two features of comprehension.
- (b) Suggest two steps to be taken care of while paraphrasing a text.
9. Answer any *one* of the following questions : 5
- (a) Discuss close reading of a text.
- (b) Describe the strategies of text comprehension.

UNIT—IV

10. Answer any *three* of the following questions : 1×3=3
- (a) What do you mean by a document?
- (b) State the importance of note making.
- (c) Mention one of the features of a good note.
- (d) What is documenting?
11. Answer any *one* of the following questions : 2
- (a) Briefly explain the meaning of note making.
- (b) State the importance of documenting.

12. Answer any *one* of the following questions : 5
- (a) Describe the types of documenting.
 - (b) Describe the various stages of note making.

UNIT—V

13. Answer any *three* of the following questions : 1×3=3
- (a) What do you mean by report writing?
 - (b) Name one type of informal letter.
 - (c) What are lateral reports?
 - (d) What is the importance of business letters?

14. Answer any *one* of the following questions : 2
- (a) Show the difference between formal and informal letters.
 - (b) What are functional reports?

15. Answer any *one* of the following questions : 5
- (a) Write a report on the poor road condition of your locality.
 - (b) Write a letter to the Editor of a newspaper about the activities of antisocial elements in your locality.

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