

**2019/TDC/ODD/SEM/  
ENGAEC-101T/106**

**TDC (CBCS) Odd Semester Exam., 2019**

**ENGLISH**

**( 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*

**UNIT—I**

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

(a) What is verbal communication?

(b) Define non-verbal communication.

( 2 )

(c) What is personal communication?

(d) Define social communication.

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

(a) Explain briefly the meaning of spoken communication.

(b) State any two merits of interpersonal communication.

3. Answer any *one* of the following questions : 5

(a) State the disadvantages of non-verbal communication.

(b) Discuss the salient features of personal communication.

#### UNIT—II

4. Answer any *three* of the following questions : 1×3=3

(a) What do you mean by semantic barriers?

( 3 )

(b) Define miscommunication.

(c) What is the origin of the word 'monologue'?

(d) What is interview?

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

(a) What is dramatic monologue?

(b) Mention any two skills of group discussion.

6. Answer any *one* of the following questions : 5

(a) Write a short note on communication barriers.

(b) Discuss some skills to avoid miscommunication.

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( Continued )

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( Turn Over )

( 4 )

UNIT—III

7. Answer any three of the following questions :

1×3=3

(a) Define close reading.

(b) Mention one step of close reading.

(c) Define paraphrasing.

(d) What is summarizing?

8. Answer any one of the following questions :

2

(a) Describe briefly the meaning of close reading of a text.

(b) Suggest two steps to be taken care of while summarizing a text.

( 5 )

9. Answer any one of the following questions :

5

(a) Mention some differences between summary and paraphrase of a text.

(b) Discuss the importance of reading comprehension.

UNIT—IV

10. Answer any three of the following questions :

1×3=3

(a) What do you mean by note making?

(b) What is documenting?

(c) Mention one of the features of documenting.

(d) Why is note making necessary?



( 6 )

11. Answer any one of the following questions :

2

(a) Suggest any two steps of note making.

(b) Mention any two steps of documenting.

12. Answer any one of the following questions :

5

(a) Describe the various stages of documenting.

(b) Describe the types of note making.

UNIT—V

13. Answer any three of the following questions :

1×3=3

(a) What do you mean by informal letter?

(b) What do you mean by business letter?

( 7 )

(c) What are vertical reports?

(d) Name a type of formal letter.

14. Answer any one of the following questions :

2

(a) What are proposal reports?

(b) What do you mean by letter of recommendation?

15. Answer any one of the following questions :

5

(a) Write a report for the newspaper describing a traffic jam in which you, along with many, were trapped for many hours.

(b) Write a letter to the Editor of a newspaper complaining against power cuts in your locality.

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