



2022/TDC/ODD/SEM/ENGAEC-101T/255

TDC (CBCS) Odd Semester Exam., 2022

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 :

1×3=3

- (a) What is non-verbal communication?
- (b) What does interpersonal communication mean?
- (c) Give one disadvantage of verbal communication.
- (d) Define written communication.

2. Answer any one of the following questions :

2

- (a) Explain briefly the meaning of spoken communication.
- (b) Discuss the three components of social communication.



(2)

3. Answer any *one* of the following questions : 5
- (a) Bring out the salient features of verbal communication.
 - (b) What are the different types of non-verbal communication?

UNIT—II

4. Answer any *three* of the following questions : 1×3=3
- (a) Define monologue.
 - (b) What is interview?
 - (c) Why is a group discussion conducted?
 - (d) What do you mean by effective communication?
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) What are the different types of interview?
 - (b) Discuss the chief characteristics of group discussion.

UNIT—III

7. Answer any *three* of the following questions : 1×3=3
- (a) Define paraphrasing.
 - (b) What is summarizing?

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(Continued)

(3)

- (c) Mention one step of comprehension.
 - (d) Mention one step of close-reading.
8. Answer any *one* of the following questions : 2
- (a) Why is close-reading important?
 - (b) Distinguish between paraphrasing and summarization.
9. Answer any *one* of the following questions : 5
- (a) Discuss the steps involved in making the summary of a text.
 - (b) Describe the process of paraphrasing of a text.

UNIT—IV

10. Answer any *three* of the following questions : 1×3=3
- (a) Mention a skill required for a good documentation.
 - (b) Define note-making.
 - (c) Why is note-making necessary?
 - (d) Mention one feature of documentation.
11. Answer any *one* of the following questions : 2
- (a) Give two processes of note-making.
 - (b) Mention any two steps of documenting.

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(Turn Over)



(4)

12. Answer any *one* of the following questions : 5
- (a) Discuss the salient features of note-making.
 - (b) Enumerate the importance of documenting.

UNIT—V

13. Answer any *three* of the following questions : $1 \times 3 = 3$
- (a) What do you mean by informal letter?
 - (b) Name one type of formal letter.
 - (c) Define a report.
 - (d) What are the two formats of report writing?

14. Answer any *one* of the following questions : 2
- (a) Mention two techniques of writing letters.
 - (b) Distinguish between a letter and a report.

15. Answer any *one* of the following questions : 5
- (a) On behalf of Students' Union of your college, submit a report to the Principal on the necessity of opening a cycle stand in the college campus.
 - (b) Write a letter to the Editor of a newspaper about the activities of anti-social elements in your locality.
