



14/22  
M

**2021/TDC/CBCS/ODD/  
ENGAEC-101T/255**

**TDC (CBCS) Odd Semester Exam., 2021  
held in March, 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*

**SECTION—A**

Answer any *fifteen* of the following questions :

1×15=15

1. What is personal communication?
2. Define social communication.
3. What do you mean by business communication?
4. What are the two major types of communication?
5. What is interior monologue?



( 2 )

6. Define dialogue.
7. What is dramatic monologue?
8. What do you mean by group discussion?
9. What is close reading?
10. Define comprehension.
11. What is summarising a text?
12. What do you mean by paraphrasing?
13. What is documenting?
14. Define note-making.
15. Write at least one feature of a good note.
16. Mention one skill required for a good documentation.
17. What is formal letter?
18. Define report writing.
19. What do you understand by business letter?
20. Mention one important feature of report writing.

22J/655

( Continued )

( 3 )

SECTION—B

Answer any *five* of the following questions :  $2 \times 5 = 10$

21. Why is social communication important?
22. Define verbal communication. Give two examples of verbal communication.
23. What is the role of body movements during an interview?
24. Why is pre-interview preparation important?
25. What are the two steps involved in close reading?
26. Mention two important features of comprehension.
27. Suggest any two steps of note-making.
28. State the importance of documenting.
29. Mention any two purposes of business letter.
30. State two objectives of report writing.

SECTION—C

Answer any *five* of the following questions :  $5 \times 5 = 25$

31. What are the major characteristics of non-verbal communication?

22J/655

( Turn Over )



32. Discuss the salient features of business communication.
33. What are the principles of effective communication?
34. Discuss the different types of mis-communication.
35. What are the salient features of close reading?
36. What are the principles of effective summary?
37. Discuss the different types of note-making.
38. Describe briefly the objectives of documenting.
39. You are convenor of NSS Committee of your College. You have received a letter from the University to submit a report on the activities carried out by the committee during the last semester. Draft a report.
40. Write a letter to the Principal of your College, suggesting some measures to improve the services of the College Library.

★ ★ ★