

63/1 (SEM-1) AECC1/ENGAE1012

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(Held in 2023)

ENGLISH

Paper : ENGAE1012

(**English Communication**)

Full Marks : 50

Pass Marks : 20

Time : 2 hours

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

1. Choose the correct answer : 1×5=5

(a) Generally, ____ is the first sentence in a paragraph.

- (i) interrogative sentence
- (ii) complex sentence
- (iii) compound sentence
- (iv) topic sentence

- (b) Responding before the speaker finishes talking is a barrier to effective communication referred to as ____.
- (i) becoming distracted
 - (ii) becoming emotional
 - (iii) jumping to conclusions
 - (iv) wrong focus
- (c) What does 'May' suggest in "May I come in?"?
- (i) Ability
 - (ii) Politeness
 - (iii) Possibility
 - (iv) Wish
- (d) Which of the following types of messaging system uses/used only the important words and phrases in the text?
- (i) Telegraphic message
 - (ii) SMS
 - (iii) e-mail
 - (iv) FAX

- (e) Communication is ____.
- (i) a way to talk to people
 - (ii) speaking
 - (iii) the ability to talk
 - (iv) exchanging information between people

2. Give brief answers to the following questions : 2×5=10

- (a) Mention any two types of communication.
- (b) What is intra-personal communication?
- (c) What is non-verbal communication?
- (d) What is a monologue?
- (e) What do you understand by 'informal letter' ?

3. Answer any *five* of the following questions : 5×5=25

- (a) You are an employee in XYZ Co. Ltd. Write a resignation letter to the CEO of the company, citing reasons for your resignation.
- (b) Write a short note on visual communication.

- (c) Show, with suitable examples, the different parts of a formal letter.
- (d) You have been appointed as an Assistant Teacher by the I. S. of your district. Write a joining letter addressed to the Headmaster/Headmistress of the high school you are joining.
- (e) Write a short note on standard language.
- (f) What are the pre-requisites for an effective communication?
- (g) As the Cultural Secretary of your college, write a report to the Principal giving details of the cultural programme you have recently conducted. (word limit 150)
4. Answer any *one* of the following questions : 10
- (a) Define communication. What are the barriers to effective communication?
3+7=10
- (b) What do you understand by 'reading with understanding'? Suggest some strategies for a meaningful reading.
3+7=10
