

2022

(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 ____.
- becoming distracted
 - becoming emotional
 - jumping to conclusions
 - wrong focus
- (c) What does 'May' suggest in "May I come in?"?
- Ability
 - Politeness
 - Possibility
 - Wish
- (d) Which of the following types of messaging system uses/used only the important words and phrases in the text?
- Telegraphic message
 - SMS
 - e-mail
 - FAX

- (e) Communication is ____.
- a way to talk to people
 - speaking
 - the ability to talk
 - exchanging information between people
2. Give brief answers to the following questions : 2×5=10
- Mention any two types of communication.
 - What is intra-personal communication?
 - What is non-verbal communication?
 - What is a monologue?
 - What do you understand by 'informal letter' ?
3. Answer any *five* of the following questions : 5×5=25
- You are an employee in XYZ Co. Ltd. Write a resignation letter to the CEO of the company, citing reasons for your resignation.
 - 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
