

**2024/FYUG/EVEN/SEM/
ENGAEC-151T(B)/120**

FYUG Even Semester Exam., 2024

ENGLISH

(2nd Semester)

Course No. : ENGAEC-151T

(English Language and Communication)

**(For Science, Commerce, BCA, BBA
and B Voc Students)**

Full Marks : 50
Pass Marks : 20

Time : 2 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. Define communication.**
- 2. Give an example of non-verbal communication.**
- 3. What are the two types of verbal communication?**

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(Turn Over)

(2)

4. Define written communication.
5. What do you mean by listening?
6. Define the term 'netiquettes'.
7. What is an audio book?
8. Mention a barrier in listening.
9. What is dramatic monologue?
10. What do you mean by group discussion?
11. Define monologue.
12. What is interior monologue?
13. What is close reading?
14. Define comprehension.
15. What is summarising a text?
16. What do you mean by paraphrasing?
17. What is formal letter?
18. Define a report.
19. What do you understand by business letter?
20. State one objective of report writing.

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(Continued)

(3)

SECTION—B

Answer any *five* of the following questions : 2×5=10

21. Discuss any two types of non-verbal communication.
22. Discuss any two disadvantages of written communication.
23. Why is audio book listening important in communication?
24. Discuss the significance of note taking.
25. Discuss briefly the process involved in dialogue.
26. Mention any two skills of group discussion.
27. What are the two steps involved in close reading?
28. Mention two important features of comprehension.
29. Discuss briefly the importance of documenting.
30. Distinguish between a letter and a report.

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SECTION—C

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

31. What are the different characteristics of non-verbal communication?
32. Discuss the 7Cs of communication.
33. Describe the process involved in listening.
34. What are the different types of listening?
35. Discuss the different types of interview.
36. Enumerate briefly the different types of mis-communication.
37. What are the salient features of close reading?
38. Discuss the principles of effective summary.
39. You are the General Secretary of Students' Union of your college. You have received a letter from your principal to submit a report on the recently concluded Social Meet of your college. Draft a report.
40. You purchased a mobile phone which has not been working properly since its purchase. Write a letter to the mobile company to replace the phone.

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