

**2020/TDC (CBCS)/ODD/SEM  
ENGAEC-101T/255**

**TDC (CBCS) Odd Semester Exam., 2020  
held in March, 2021**

**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 persuasive writing?**
- 2. What is personal space?**
- 3. Name one channel of verbal communication.**
- 4. What is gesture?**
- 5. What is group discussion?**
- 6. What is a monologue?**

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7. What is a dialogue?
8. What is a structured interview?
9. What is précis writing?
10. What is comprehension?
11. What is the origin of the word 'paraphrase'?
12. Mention one difference between summary and paraphrasing.
13. What is documenting in communication?
14. Mention one skill required for note making.
15. Mention one feature of good documentation.
16. Mention one important step of note making.
17. What is the main purpose of writing a report?
18. Mention one type of report.
19. What is a sales letter?
20. What is a letter of enquiry?
21. From where is the word 'communication' derived?
22. What is one-way communication?
23. What do you mean by 'decoding a message'?
24. What is oral communication?

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( Continued )

25. What is sign language?
26. Define mass communication.
27. What is a formal letter?
28. What is 'note making'?
29. What is effective communication?
30. What is miscommunication?

**SECTION—B**

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

31. What is paralanguage?
32. Mention two merits of personal communication.
33. State two merits of effective communication.
34. What is a soliloquy?
35. Mention two skills required to improve reading comprehension.
36. Mention two steps involved in close reading.
37. What are the types of documentation?
38. Mention any two types of note making.
39. Mention two features of a covering letter.
40. Mention briefly the stages of report writing.

## SECTION—C

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

41. State the advantages of verbal communication.
42. Discuss briefly the important features of social communication.
43. Write in brief how to improve your speaking skills in an interview.
44. Mention the advantages of group discussion.
45. Discuss the importance of paraphrasing.
46. Discuss briefly the objectives of close reading.
47. Why is it necessary to have documentation?
48. Discuss briefly the process involved in note making.
49. Write a report on your visit to a place of historical interest.
50. Write a letter to the Editor of an English daily describing the poor condition of roads of your locality.