

**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?

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.

(Continued)

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?

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.

★ ★ ★