

(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

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KB23—5600/276 63/1 (SEM-1) AECC1/ENGAE1012

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

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(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

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(Continued)

(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.

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