

Subject Code : Ba/BSc AECC-1

Booklet No. **A**

546

Date Stamp

Ba/BSc AECC-1

2 0 2 3

(CBCS)

(1st Semester)

ENGLISH

Paper Code : AECC-1

(**English Communication**)

Full Marks : 37½ Pass Marks : 40%

Time : 2 hours

(PART : B—DESCRIPTIVE)

(Marks : 25)

The questions are of equal value

1. Write short notes on any *five* of the following :

- (a) Oral communication
- (b) Written communication
- (c) Formal communication
- (d) Intrapersonal communication
- (e) Business communication
- (f) Mass communication

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2. What are the strategies for effective communication?

Or

What is interpersonal communication? Discuss its features.

3. What is a monologue? Write the characteristics of a good monologue.

Or

Interview your local MLA on his promises in the last election to handle unemployment in Nagaland.

4. What is close reading? Discuss the steps involved in close reading.

Or

What is the process of summarization and what are the techniques?

5. Prepare a report on the observation of World Environment Day in your college.

Or

Draft a letter of appointment to a candidate who has been selected for the post of teacher in your institution.

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ENGLISH

Paper Code : AECC-1

(**English Communication**)

(PART : A—OBJECTIVE)

(Marks : 12½)

The figures in the margin indicate full marks for the questions

I. Choose the correct answer and put a Tick (✓) mark
against the brackets provided : $\frac{1}{2} \times 15 = 7\frac{1}{2}$

1. The word 'communication' is derived from the

(a) Latin word, 'communis' ()

(b) Greek word, 'communis' ()

(c) French word, 'communis' ()

2. Communication is

- (a) two-way process ()
- (b) a means, not a goal ()
- (c) Both (a) and (b) ()

3. Interpersonal communication involves

- (a) small group of people ()
- (b) two participants ()
- (c) Both (a) and (b) ()

4. Strategy to overcome the barrier of communication is to

- (a) give incomplete message ()
- (b) reduce noise ()
- (c) use jargons ()

5. Business communication involves

- (a) a large number of people ()
- (b) only businessmen ()
- (c) only customers ()

(3)

6. Oral communication happens by

- (a) using action ()
- (b) exchanging written letters ()
- (c) using speech ()

7. The word 'dialogue' originates from the

- (a) German word ()
- (b) English word ()
- (c) Latin word ()

8. Imagination plays an important role in

- (a) spoken dialogues ()
- (b) written communication ()
- (c) None of the above ()

9. The stages of interview are

- (a) greet, shake hands, be courteous ()
- (b) shake hands, greet, be courteous ()
- (c) be courteous, shake hands, greet ()

(4)

10. Translation is a process of

- (a) summarizing ()
- (b) typing ()
- (c) transforming a text from one language to another ()

11. Analysis of a text

- (a) does not require to understand the context ()
- (b) is essential to understand it deeply ()
- (c) does not require the reader to comprehend main ideas ()

12. Close reading involves

- (a) reading with friends closely ()
- (b) reading in a closed room ()
- (c) reading the text carefully ()

(5)

13. A report is

- (a) a structured written document ()
- (b) written in exam ()
- (c) a long writing ()

14. The main purpose of writing a document is to

- (a) gain popularity ()
- (b) provide information ()
- (c) provide ambiguous language ()

15. The advantage of note-making is that

- (a) it saves money from typing and printing ()
- (b) it helps in practising handwriting ()
- (c) it provides permanent record ()

(6)

II. Give short answers (any *five*) :

1×5=5

1. What is communication?

(7)

2. What do you understand by spoken communication?

(8)

3. Describe what is mis-communication.

(9)

4. What is a summary?

(10)

5. What is a formal letter?

(11)

6. What is paraphrasing?

(12)

7. How important is note-making?

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