

**2018**

**CBCS**

**1st Semester**

**ENGLISH**

**PAPER—AECC**

**(Elective)**

*Full Marks : 40*

*Time : 2 Hours*

*The figures in the right-hand margin indicate full marks.*

*Candidates are required to give their answers in their own words as far as practicable.*

*Illustrate the answers wherever necessary.*

**Group—A**

**1. Attempt any five questions :**

**5×2**

(a) Define communication.

*(Turn Over)*

- (b) Mention the differences between verbal and non-verbal communication.
- (c) Name the various levels of communication.
- (d) What is monologue ?
- (e) What are the essential differences between general communication and business communication ?
- (f) What are the 7 C's of communication ?
- (g) What is kinesics ?
- (h) How many types of communication are there ? Name them.

**Group—B**

2. Attempt any *four* questions : 4×5

- (a) What are the purposes of 'close reading'? What steps can be taken while summarizing a text ?

- (b) As the secretary of your organisation, write a notice inviting all the members to the free health check-up camp.
- (c) What are the rules of note-making?
- (d) Read the following passage and answer the following questions :

The word 'memorandum' comes from the Latin word 'memorare' which means to recount, to mention or to recall to mind. Therefore a memorandum is a piece of communication that reminds a person of something. Memos are short messages of one page or less that are used by organisation for internal communication.

- (i) What is memo?
- (ii) What is the purpose of writing a memo?
- (e) Build up a short telephone communication between you and your friend.
- (f) What are the differences between summary writing and paraphrasing?

**Group—C**

3. Attempt any *one* question :

1×10

- (a) Write a letter to the Editor of a newspaper about the frequent violation of traffic rules in and around your locality.
  
  - (b) Write a report for your Principal on an educational tour that you have conducted.
-