

B.A. 5th Semester (General) Examination, 2019 (CBCS)

Subject : English

Paper : SEC-3

Time: 2 Hours

Full Marks: 40

The figures in the margin indicate full marks.

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

Attempt questions from either 'Group A or Group B'

Group A

Technical Writing

1. Answer *any five* questions out of the following: 2×5=10
- (a) Who is a 'native speaker'?
 - (b) What is 'language shift'?
 - (c) What do you know of the difference between 'formal' and 'informal' writings?
 - (d) What is 'pidgin' language?
 - (e) What is 'oral communication'?
 - (f) What do you mean by 'thesis statement'?
 - (g) What do you mean by 'agendum'? What is its plural form?
 - (h) Which expression is the correct one between the two:
 - (i) I am having four brothers and two sisters.
 - (ii) I have four brothers and two sisters.
2. Answer *any two* questions out of the following: 5×2=10
- (a) How does human language differ from non-human language?
 - (b) What are the usual characteristics of a newspaper write-up?
 - (c) What is the importance of a memorandum in business?
 - (d) What are the regular components of the manual of an electronic equipment such as a smartphone or a television set?

3. Answer *any two* questions out of the following : 10×2=20
- (a) Write a note on various types of communications.
 - (b) What features of writing should be kept in mind while writing the minutes of a meeting?
 - (c) Lodge a General Diary (GD) to the local Police Station about the loss of your birth-certificate.
 - (d) Write a report on a book fair held in your locality.

Group B

Business Communication

1. Answer *any five* questions out of the following: 2×5=10
- (a) What do you mean by media or channel of communication?
 - (b) What do you mean by written communication?
 - (c) What is a business letter?
 - (d) What is an office memo?
 - (e) What is non-verbal communication?
 - (f) Give some examples of written communication for employees.
 - (g) State the parts of a memo.
 - (h) What is usually the first agendum of the minutes of any meeting?
2. Answer *any two* questions out of the following: 5×2=10
- (a) Write a brief note on the etiquettes of Business Communication.
 - (b) How does one conclude a research report?
 - (c) What are the usual components of the minutes of a meeting?
 - (d) Write a short note on formal e-mail writing.
3. Answer *any two* questions of the following: 10×2=20
- (a) Write a brief note on the importance of business communication.
 - (b) Write a note on the ways of writing a project report or a research paper.
 - (c) Compose the minutes of an imaginary meeting held on the annual function to be organized by your local club.
 - (d) Compose an e-mail by an employee to his/her employer stating his/her request to accept his/her resignation as he/she wishes to start a personal business.
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