

Total number of printed pages - 4

63 (FY) SEM-2/AEC2/ENGAEC1022

2025

ENGLISH

Paper : ENGAEC1022

(English Communication 2)

Full Marks : 50

Pass Marks : 20

Time : Two hours

The figures in the margin indicate full marks for the questions.

1. Choose the correct option from the following :
1×5=5

(a) What is the conversation called that occurs directly between two or more people ?

(i) Telephonic communication

(ii) Virtual communication

(iii) Face-to-face interaction

(iv) Written communication

(b) What is the correct sequence^d in preparing formal minutes?

- (i) Agenda, Discussion, Resolutions, Signatures
- (ii) Resolutions, Agenda, Attendance, Discussion
- (iii) Attendance, Agenda, Discussion, Resolutions
- (iv) Discussion, Attendance, Agenda, Signatures

(c) Structure of a presentation must ideally begin with

- (i) Conclusion
- (ii) Introduction clearly stating purpose
- (iii) Personal stories
- (iv) Audience questioning

(d) What does integration of skills in group discussion mean?

- (i) Using only written language
- (ii) Combining listening, speaking, reading and writing skills
- (iii) Avoiding speaking skills
- (iv) Using only body language

(e) A CV is

- (i) A brief summary of skills
- (ii) Detailed account of education, qualifications and experience
- (iii) Informal letter
- (iv) Personal diary

2. Answer **any five** of the following questions :
2×5=10

- (a) What is a notice?
- (b) Define agenda.
- (c) Mention *two* skills required to effectively prepare for an interview.
- (d) Write *two* skills for telephonic conversation.
- (e) Mention *two* important features of note taking.
- (f) Write *two* characteristics of effective e-mail messages.
- (g) What role do connectives play in group discussions?

3. Answer **any five** of the following questions :
5×5=25

- (a) Define group discussion. Briefly explain the barriers to effective participation in group discussion.
- (b) Draft a brief notice for the Annual College Sports Day mentioning essential details.

- (c) Prepare a short agenda for an academic workshop.
- (d) What is communication? Explain its basic components.
- (e) What is the importance of note taking? List *five* benefits.
- (f) List the criteria for successful meetings. Explain briefly.
- (g) Outline the key differences between a Resume and Curriculum Vitae.
- (h) Differentiate between formal and informal letter writing providing examples.

4. Answer **any one** of the following question :

10

- (a) Prepare a formal letter of application responding to an advertisement for job vacancy in a reputed company including a well-structured resume.
- (b) What are the common conversational problems encountered by learners of English as a second/foreign language? Provide measures to overcome the problems.
- (c) Discuss in detail the structure and organisation required for delivering an effective presentation.