

1 (Sem-2) AEC

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ABILITY ENHANCEMENT COURSE

Paper Code : AEC0200404

(English Communication—II)

Full Marks : 60

Time : 2½ hours

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

1. Answer the following as directed : 1×8=8

(a) A _____ sends a message to a receiver.
(Fill up the blank)

(b) What does 'encoding' mean in communication?

(c) Gesture is a kind of non-verbal communication. (Write True or False)

(d) What is upward communication?

(e) Effective communication involves listening skill. (Write True or False)

(f) What is Science Fiction?

(g) Why is listening important in communication?

(h) Write the full form of PPT.

2. Answer any six of the following :

2×6=12

(a) What is feedback in communication?
Give an example.

(b) State two differences between formal and informal communication. Use examples, if necessary.

(c) What is the importance of pronunciation in communication?

(d) What is empathy? What role does it play in communication?

(e) State two differences between a Memo and a Circular.

(f) How did the bus conductor react when the author informs him about forgetting his wallet? What effect did it have on the author?

(g) What are the 'little courtesies' through which we can create a civil society?

(h) Write shortly on the importance of vocabulary.

(i) Mention two points that one should take care of in a group discussion.

(3)

(i) Choose the correct words from the options given below :

_____ and _____ are key aspects of a successful oral presentation.

(i) Dress

(ii) Loudness of voice

(iii) Fluency

(iv) Speed

3. Answer any four of the following : 5×4=20

(a) Write briefly on four important components of communication.

(b) Discuss briefly the significance of feedback in communication.

(c) Why do one needs to be culturally sensitive in communication? Write briefly.

(d) Imagine that you are facing a personal interview for your admission in a professional course of copy editor. Write five questions of your interviewer and your responses to those five questions.

(e) Write a short note on how science fiction can impact the reader's creative and critical thinking.

(f) What is close reading? Write a short note on the importance of close reading.

- (g) Write a paragraph of at least ten sentences on 'global climate change'.
- (h) Write a short note on 'Agendas and Minutes'.

4. Answer any *two* of the following : 10×2=20

- (a) What is communication? Write a comprehensive note on various types of communication.
- (b) What are the different barriers of communication? Why do you think we need to be aware of them?
- (c) You are Reema/Rajib. Write a report as a staff reporter on a free health checkup and blood donation camp organized by the NCC unit of your college.
- (d) Based on your close reading of the text, analyse the key issue discussed in

Either

(i) A. G. Gardiner's *On Saying Please*

Or

(ii) Shirley Jackson's *The Lottery*.

- (e) Write the key aspects of either public speaking or PPT.