



'समानो मन्त्रः समितिः समानी'

UNIVERSITY OF NORTH BENGAL
B.A. Programme 6th Semester Examination, 2023

SEC2-P2-ENGLISH

Time Allotted: 2 Hours

Full Marks: 60

The figures in the margin indicate full marks.

**The question paper contains GROUP-A and GROUP-B.
The candidates are required to answer any *one* from *two* Groups.
Candidates should clearly mention the Group on the Answer Booklet.**

GROUP-A

BUSINESS COMMUNICATION

1. Answer any ***one*** question from the following: 12×1 = 12
 - (a) Explain the barriers to effective communication.
 - (b) Why does verbal communication play a significant role in business communication?
 - (c) Distinguish between Inter-personal, Intra-personal, Group and Mass Communication.

2. Answer any ***six*** questions from the following: 8×6 = 48
 - (a) Differentiate between end notes and foot notes.
 - (b) Write a short note on bibliography.
 - (c) Write a report for your college magazine on a social work project titled, 'Condition of the senior citizens of the locality', conducted by the Community Service Club of your college.
 - (d) On behalf of an NGO, draft a project completion report of a yearlong project on the 'Condition of the farmers' in your district.
 - (e) Write a report on the field work conducted by your department on the homeless people staying in the park adjoining your locality.
 - (f) Write a report on a visit to an organic tea estate.
 - (g) As the Cultural Secretary of your college you attended a Cultural Committee Meeting. Write the minutes of the meeting.
 - (h) What skills are required for writing minutes?
 - (i) As a director of a pharmaceutical company, summarise the annual report of the last financial year.

- (j) What are the objectives behind summarising the annual report of a company?
- (k) Write an e-mail to a hotel manager to make a reservation for you and a friend for two days.
- (l) Congratulate your younger sister by email as she has won the first prize in an inter-school debate.

GROUP-B

TECHNICAL WRITING

1. Answer any *four* questions from the following: 10×4 = 40
- (a) How is speech different from writing?
 - (b) Differentiate between language and communication.
 - (c) Good technical writing must be an effective communication — Elucidate.
 - (d) Bring out the significance of cohesive and coherent writing towards successful communication.
 - (e) Examine the four main types of writing styles.
 - (f) Comment on the necessity and the effective strategies of writing a good conclusion in a research paper.
 - (g) Briefly describe the most common errors that non-English speakers make in their academic writing.
 - (h) Write an application for the post of teacher in a local school.
 - (i) Does technical writing involve technical subjects? Discuss.
2. Answer any *four* of the following questions: 5×4 = 20
- (a) What do you mean by communication?
 - (b) Define language.
 - (c) What do you understand by narrative writing?
 - (d) Write about two important things to remember when noting down the minutes of any meeting.
 - (e) Discuss briefly what is expository writing.
 - (f) Discuss briefly any *one* feature of the concluding paragraphs of a thesis.
 - (g) As the librarian of your college library, write a notice asking all students to return their books before the Puja vacation and/or pay fines for any lost book.
 - (h) As the Class Representative in your college, write the agenda for a meeting of the students where the following things are to be discussed:
 - (i) Lack of books covering the prescribed syllabus in the college library
 - (ii) Irregular classes.

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