



'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) What are the main barriers to effective business communication?
  - (b) Explain the various dimensions of business communication.
  - (c) What is communication? Discuss the role of technology in business communication.
  
2. Answer any ***six*** questions from the following: 8×6 = 48
  - (a) Write short notes on the following:
    - (i) Bibliography
    - (ii) End notes and footnotes.
  - (b) How can the library be used as a research tool?
  - (c) What are the steps that need to be followed to write a project report?
  - (d) As a student volunteer, write a report on a project carried out by your department to clean up the college campus.
  - (e) What are the main components of a field work report?
  - (f) Imagine yourself to be a government surveyor and write a report on your visit to a remote village to find out if the residents have access to drinking water.
  - (g) What information must be included when summarising the annual report of a company?
  - (h) As the managing director of a private hospital, summarise the annual report of the facility for the year 2022-2023.
  - (i) Define minutes of a meeting. What should the minutes of a meeting include?

- (j) Draft the minutes of a meeting of the Board of Directors of ABC Company where the following matters were discussed:
- Growth of the company after the pandemic
  - Annual bonus to be given to employees for the financial year 2022-2023
  - Guidelines for new recruitments.
- (k) As the student-convener of the Film Club of your college, write an e-mail to the Principal asking for permission to organise a screening of a documentary film on the campus.
- (l) What are the basic elements of effective e-correspondence?

### GROUP-B

#### TECHNICAL WRITING

1. Answer any *four* of the following questions: 10×4 = 40
- (a) How are speech and writing different?
- (b) Analyse the role of language and information in effective communication.
- (c) What is the purpose of a thesis statement?
- (d) Discuss the differences between descriptive and argumentative writing.
- (e) Write a report for your college magazine about the annual cultural programme held on the campus.
- (f) Write an informal letter to your friend describing an interesting recent incident in your neighbourhood.
- (g) Apply to the post of assistant librarian in the local library by writing a letter to the Chief Librarian.
2. Answer any *four* of the following questions: 5×4 = 20
- (a) Write a brief note on expository writing.
- (b) Discuss one difference between formal and informal writings.
- (c) What do you mean by communication? Answer in brief.
- (d) Why is linguistic unity in writing important?
- (e) Write the agenda of a meeting of the NSS unit of your college where the following things are to be discussed:
- (i) New appointment of programme officer
- (ii) Plans for a special camp
- (iii) Call for new student volunteers.
- (f) As the principal of your college, write a notice asking all students to participate in a cultural programme celebrating national unity on Independence Day.
- (g) Briefly discuss two common errors to be avoided in technical writing.
- (h) Write a letter to the editor of a newspaper asking him to publish an article on International Womens' Day.

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