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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)

2. Answer any six of the following : $2 \times 6 = 12$

- (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)

(j) 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 : $5 \times 4 = 20$

- (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.

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