

**2023/TDC(CBCS)/ODD/SEM/  
ENGAEC-101T/244**

**TDC (CBCS) Odd Semester Exam., 2023**

**ENGLISH**

**( 1st Semester )**

Course No. : ENGAEC-101T

**( English Communication )**

*Full Marks : 50*

*Pass Marks : 20*

*Time : 3 hours*

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

**SECTION—A**

Answer *fifteen* questions, selecting any *three* from  
each Unit : 1×15=15

**UNIT—I**

1. What is personal communication?
2. Define social communication.
3. What are the two types of verbal communication?
4. What is business communication?

**UNIT—II**

5. Define dialogue.
6. What is interior monologue?
7. What do you mean by group discussion?
8. What is dramatic monologue?

UNIT—III

9. What is close reading?
10. Define comprehension.
11. Mention one important feature of paraphrasing.
12. Mention one step of summarizing.

UNIT—IV

13. What is documentation?
14. Suggest a step in note-making.
15. What is 'pattern format' in note-making?
16. Mention one skill for good documentation.

UNIT—V

17. What is formal letter?
18. State one objective of report writing.
19. What do you understand by business letter?
20. State one feature of informal letter.

SECTION—B

Answer *five* questions, selecting *one* from each

Unit : 2×5=10

UNIT—I

21. Why is social communication important?
22. Discuss the two types of non-verbal communication.

UNIT—II

23. Why is pre-interview preparation important?
24. Discuss the process involved in dialogue.

UNIT—III

25. Mention two important principles of effective summary.
26. What are the two steps involved in close reading?

UNIT—IV

27. Discuss any two steps of note-making.
28. State the importance of documenting.

UNIT—V

29. Distinguish between formal letter and informal letter.
30. Discuss the two types of reports.

SECTION—C

Answer *five* questions, selecting *one* from each

Unit :

5×5=25

UNIT—I

31. Discuss the salient features of business communication.
32. What are the limitations of written communication?

UNIT—II

33. What are the principles of effective communication?
34. Discuss the different types of miscommunication.

UNIT—III

35. What are the salient features of close reading?
36. What are the principles of effective summary?

UNIT—IV

37. Discuss the salient features of note-making.
38. Describe briefly the objectives of documenting.

UNIT—V

39. You purchased a mobile phone which has not been working properly. Write a letter to the company to replace the phone.
40. Write a letter to the Principal of your college, suggesting some measures to improve the services of college canteen.

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