

**B.A. 2<sup>ND</sup> SEMESTER (HONOURS/PROGRAMME) EXAMINATION, 2021**

**ENGLISH**

**Course ID: 20310**

**Course Code: ACSHP/204/AECC-2**

**(English Communication)**

**Time: 2 Hours**

**Full Marks: 40**

*The figures in the margin indicate full marks.*

*Candidates are required to give their answers in their own words as far as practicable.*

Answer all the questions.

**1. Answer any five of the following questions:**

**5×2=10**

- (a) Define Non-verbal Communication.
- (b) What do you mean by 'public speech'?
- (c) What is Paralanguage?
- (d) Mention two advantages of spoken communication.
- (e) What do you mean by 'encoding' of a message?
- (f) What is informal communication?
- (g) Distinguish between intrapersonal and interpersonal communication.
- (h) What do you mean by transmission of messages?

**2. Answer any two of the following questions:**

**2×5=10**

- (a) Discuss the advantages and disadvantages of formal communication.
- (b) Write briefly on different forms of non-verbal communication.
- (c) Discuss various forms of written communication that are in use in both private and public organizations.
- (d) Write a note on different types of barriers to communication.

**3. Answer *any two* of the following questions:**

**2×5=10**

- (a) Discuss the salient features of monologue with examples.
- (b) What is miscommunication? Analyse the factors that lead to miscommunication.
- (c) What are the objectives of interview? Mention different stages of an interview.
- (d) Write down and explain the basic structure of letter writing.

**4. Answer *any one* of the following questions:**

**1×10=10**

- (a) Write a letter to your friend describing your experience of a visit to a historical place.
- (b) Write a report on a bank robbery that recently took place in your locality.

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