

- (f) Discuss the important points related to the development of good study skills.
- (g) Write a short note on resume or curriculum vitae writing highlighting the necessity to bring out the potential points of your career.

(h) Write an application in response to the following advertisement :

Applications are invited from the eligible candidates for the post of computer operator. The willing candidates should send their application accompanied by the attested copies of their educational documents and details of communication within ten days from the date of publication of this advertisement.

Principal,

Daffodils College,
Kajalgaon (BTR),
Chirang, Assam

4. Answer **any one** of the following questions :
10×1=10

- (a) What is communication ? Discuss the importance of communication. 5+5=10
- (b) What is presentation ? How is a presentation structured and organised ? Discuss. 2+4+4=10

Total number of printed pages-4

63 (FY) SEM-2/AEC2/ENGAEC1022

2024

ENGLISH

Paper : ENGAEC1022

(English Communication 2)

Full Marks : 50

Pass Marks : 20

Time : Two hours

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

1. Choose the correct option from the following :
1×5=5

(a) A vocabulary is also known as

(i) Lexicon

(ii) Syntax

(iii) Morphology

(iv) Phonology

(b) The word *communication* has been derived from

- (i) French
- (ii) Latin
- (iii) German
- (iv) Italian

(c) Minutes is related to

- (i) letter
- (ii) notice
- (iii) presentation
- (iv) meeting

(d) How many vowel sounds are there in English?

- (i) 5
- (ii) 10
- (iii) 20
- (iv) 24

(e) Editing skill is related to

- (i) Speaking
- (ii) Writing
- (iii) Presentation
- (iv) Teaching

2. Answer **any five** of the following questions :
2×5=10

(a) Mention *any two* problems faced by the learners of second language.

(b) Write an email message to your friend wishing him/her a happy birthday.

(c) Mention *any two* barriers of group discussion.

(d) What is technology based communication? Discuss with example.

(e) What is interview skill? Give *two* examples.

(f) Mention *two* characteristics of language.

(g) Prepare an agenda of a meeting.

3. Answer **any five** of the following questions :
5×5=25

(a) You are Amrit/Amrita, the magazine Secretary of your College. You are going to publish the Annual College Magazine of your College. Write a notice to put up on the notice board of your college requesting literary writings such as poems, articles, short stories, one-act plays etc.

(b) What is group discussion? Discuss the characteristics of group discussion.

(c) What is R. P? Discuss the importance of pronunciation?

(d) Write a short note on *any one* of the following :

(i) Negotiation skills

(ii) Technology based communication

(e) What are the criteria for successful conduct of a meeting?