

B.A. 2nd Semester (Honours/ Programme) Examination, 2022

ENGLISH

Course ID: 20310

Course Code: ACSHP-204/AECC-ENG

English Communication Skills

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: 5x2= 10

- a) Mention two advantages of written communication.
- b) What do you mean by “decoding” of a message?
- c) What constitutes formal communication?
- d) How do you define interpersonal communication?
- e) Mention two benefits of group discussion.
- f) What is verbal communication?
- g) Mention two ways of effective communication.
- h) Define a communication cycle.

2. Answer *any two* of the following questions: 2x5= 10

- a) Why is grapevine communication considered to be dangerous?
- b) Comment on the advantages of informal communication.
- c) What are the ways to overcome the barriers to communication?
- d) Comment on the significance of written communication in the professional domain.

3. Answer *any two* of the following questions: 2x5= 10

- a) What comprises the different stages in an interview?
- b) What is dialogue? Point out some salient features of a dialogue.

c) What are the dos and don'ts to be kept in mind while participating in a group discussion?

d) How is a dialogue different from a monologue?

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

1x10= 10

a) Write a report on the inauguration of a public library in your village/town.

b) Write a letter to your friend expressing your views on the online mode of examination.

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