

Total No. of printed pages = 7

END SEMESTER EXAMINATION –2019

(Regular)

Semester : 2nd

Subject Code : Hu-201

COMMUNICATION IN ENGLISH-II

Full Marks – 70

Time – Three hours

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

PART – A

Marks – 25

1. Fill in the blanks : 1×10=10
- (a) A proper handshake in an interview lasts for _____.
- (b) The full form of e-mail is _____.
- (c) A report should be written in _____ tense.

[Turn over

- (d) Non-verbal communication makes up _____% of the entire process of communication in an interview.
- (e) The address in a letter comes under the _____ section.
- (f) _____ font size is used to write a cover letter.
- (g) The full form of memo is _____.
- (h) A summary is generally _____ size of the original passage.
- (i) An ideal resume should be completed in _____ page.
- (j) A _____ sentence is a reference to what an entire paragraph is all about.

2. Write true or false : 1×10=10

- (a) A formal letter ends with the body of the letter.
- (b) A cover letter is added with a resume/CV.
- (c) The length of a summary is more than the original passage.

- (d) Unity of ideas is an important element of a good paragraph.
 - (e) Date, time and place of an event should not be mentioned while writing a report.
 - (f) CV stands for Controlled Vitae.
 - (g) Maintaining eye contact is a positive body language during an interview.
 - (h) A job application should be written in a friendly and casual language.
 - (i) A bio-data contains all the factual information about an individual.
 - (j) A good memo should have a clear statement of purpose.
3. Choose the correct answer : 1×5=5
- (a) The 'closing' comes towards the beginning/ending of a letter.
 - (b) We should/should not add our own opinions while writing a summary from a given passage.
 - (c) Memos are less/more formal than a letter.

- (d) Biting nails is a positive/negative trait while facing an interview.
- (e) We write complaint letter/adjustment letter while facing a problem with a delivered online product.

PART - B

Marks - 45

4. Answer any *one* of the following : 1×7=7

You are a candidate seeking a career in photography. Write a resume including all the needed details.

Or

You are an experienced IT professional. Prepare your CV seeking full time job opportunities.

5. Answer any *one* of the following : 1×5=5

Write a memo as the General Secretary of XYZ college and inform the students about a recent Fresher's Social celebration in the college.

Or

Write a memo as the CEO of ABC company and announce a puja bonus for all the employees.

6. Write five basic rules which one should follow while facing an interview. $1 \times 5 = 5$

7. Amplify the following : (any one) $1 \times 5 = 5$

Slow and steady wins the race.

Or

Prevention is better than cure.

8. Answer any one of the following : $1 \times 7 = 7$

Write a letter of complaint against the purchase of some damaged stationery which were delivered in the institution.

Or

Write a job application for the post of a Librarian in ABC college.

9. Read the following passage and answer the questions given below : $1 \times 6 = 6$

The ideally good man does not drink or smoke, avoids bad language, attends church regularly, and holds the correct opinions on all subjects. He has a horror of wrong thinking, and considers it the business of the authorities to safeguard the young against those who question the wisdom of the views generally accepted by middle-aged successful citizens. Apart from his professional duties, he

spends much time in good works : he encourages patriotism and military training; he promotes industry, sobriety, and virtue in the society and sees to it that failures in these respects receive due punishment. His morals are irreproachable.

A bad man is one who is known to smoke and to drink occasionally, and even to say a bad word when someone treads on his toe. His conversation is not always such as could be printed, and he sometimes spends fine Sundays out-of-doors instead of at church. Some of his opinions are subversive; for instance, he may think that if you desire peace you should prepare for peace, not for war. Towards wrong doing he takes a scientific attitude, such as he would take towards his motorcar if it misbehaved; he argues that sermons and prisons will no more cure vice than mend a broken tire. In the matter of wrong thinking, he is even more perverse. He maintains that what is called 'wrong thinking' is simply thinking, and what is called 'right thinking' is repeating words like a parrot.

1. Who is an ideally good man ?
2. What is his attitude towards wrong thinking ?
3. What, according to him, are the wise views ?
4. Who is a bad man ?

5. How is his conversation ?

6. What are some of his opinions ?

10. Answer any *one* of the following : $1 \times 5 = 5$

Prepare a report on the recent College Week held at your college.

Or

What are the qualities of a good report ?

11. Identify whether the following words are in British or American English : $1 \times 5 = 5$

(i) Analyze

(ii) Fibre

(iii) Honor

(iv) Organize

(v) Favourite