

Total No. of printed pages = 7

END SEMESTER EXAMINATION - 2022

Semester : 2nd

Branch - Common

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.

Instructions :

1. *All* questions of PART-A are compulsory.
2. Answer *all* the questions from PART-B.

PART - A

Marks - 25

1. Fill in the blanks : 1×10=10
 - (a) There are _____ types of formal letters.
 - (b) The full form of Bio-data is _____.
 - (c) A proper handshake last for _____ hours.

[Turn over

- (d) A good memo has a clear statement of _____.
- (e) Body language is also called as the _____ language.
- (f) The full form of CV is _____.
- (g) Coherence means the connection of ideas at the _____ level.
- (h) In a summary, we read the given text and re-write whatever is given in our _____.
- (i) An easy way to get an idea of the main idea of the passage is read the first and _____ paragraph.
- (j) From the exam point of view, we need to restrict the email to _____ words.

2. Write whether the following statements are True or False : 1×10=10

- (a) A summary is written as half of the original length of a given passage.
- (b) Memo is also called memorandum.
- (c) A resume should be normally written on one page.

- (d) Unlike letter memo is less formal.
- (e) A report is always written in the first person.
- (f) We can also write a colon after the situation in a formal letter.
- (g) When in an interview, we need to get ourselves into a relaxed mood.
- (h) The main purpose of amplification is not to focus the reader's attention on details which he would have missed out.
- (i) It is more effective to write an email which is faster to the mails that arrive by post.
- (j) It is the existence of the minimal pairs that helps the linguists to find out the minimal phonemes in a language.

3. Choose the correct option : $1 \times 5 = 5$

(a) A report presents conclusion based on

(i) Belief

(ii) Intuition

(iii) Impression

(iv) Investigation

(b) In a formal letter the font size generally used in

(i) 10

(ii) 11

(iii) 12

(iv) 13

(c) Non-verbal communication makes up

(i) 30% communication

(ii) 10% communication

(iii) 11% communication

(iv) 40% communication

(d) The spacing between paragraph should be

(i) One line

(ii) Two lines

(iii) Three lines

(iv) Four lines

(e) Which of the following is not a minimal pair ?

(i) Ship - Sip

(ii) Cow - Bow

(iii) Toy - Boy

(iv) All - Fan

PART – B

Marks – 45

4. (a) What does Cc and Bcc stand for in Email ? 2
- (b) State the definition of paragraph. 2
- (c) Mention the different parts of a formal letter. 2
- (d) State four characteristics of technical report writing. 2
- (e) Discuss any four points that we need to remember when writing a memo. 2
- (f) Why do you write a letter to the editor of a newspaper ? 2
5. Discuss any five syllable types. 5
6. Amplify the following : 6
- (a) A bad man quarrels with tools.
- (b) Honesty is the best policy.
7. Write an order letter and place an order for some books for the institute library. 5

8. Draft a job application along with your CV to the editor of a newspaper seeking the post of a news editor. 8
9. Write a report on an educational tour to an industry. 4
10. Read the following passage and answer the questions given below it :

One simple physical concept lies behind the formation of stars : gravitational instability. The concept is not new. Newton first perceived it late in the 17th century.

Imagine a uniform, static cloud of gas in space. Imagine then that the gas is somehow disturbed so that the small region's gravitational field becomes slightly stronger. It now attracts more matter to it and its gravity increases further, causing it to begin to contract. As it contracts its density increases, which increases its gravity even more, so that it picks up even more matter and contracts even further. The process continues until the small region of gas finally forms a gravitationally bound object.

- (a) What is the central idea of the passage ?

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(b) How does a small region's increasing density affect its gravitational field? 2

(c) What does 'unifying' stand for in the passage? 1

(i) Uniting

(ii) Varying

(iii) Gaseous

(iv) Unvarying.

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