



16830



## BRAINWARE UNIVERSITY

### Term End Examination 2024-2025

Programme – BBA-Hons-2023/BBA(HM)-Hons-2023/BCA-Hons-2023/B.Sc.(ANCS)-  
Hons-2023/B.Sc.(BT)-Hons-2023/B.Sc.(MSJ)-Hons-2023/BBA(DM)-Hons-2023/B.Com.  
(AFB)-Hons]-2023/BBA-Hons-2024/BBA(DM)-Hons-2024/BBA(HM)-Hons-2024/B.Com.  
(AFB)-Hons]-2024/BCA-Hons-2024/B.Sc.(ANCS)-Hons-2024/B.Sc.(BT)-Hons-2024/B.Sc.  
(FND)-Hons-2024/B.Sc.(MSJ)-Hons-2024/BCA(MAWT)-Hons-2024/BBA(BA)-Hons-2024

Course Name – Communicative English

Course Code - AEC00002

( Semester II )

Full Marks : 60

Time : 2:30 Hours

[The figure in the margin indicates full marks. Candidates are required to give their answers in their own words as far as practicable.]

### Group-A

(Multiple Choice Type Question)

1 x 15=15

1. Choose the correct alternative from the following :

- (i) Identify which option is true for Skimming in English communication.
  - a) the paraphrasing of the text
  - b) the detailed reading of the text line by line
  - c) the practice of quickly and superficially reading a text
  - d) the reading of summary
- (ii) State why Skimming is useful for the readers.
  - a) helps to paraphrase
  - b) saves time
  - c) to learn grammar
  - d) to get the detailed knowledge of the subject
- (iii) Skimming helps in \_\_\_\_\_. Select the right option to fill in the blank.
  - a) speed reading
  - b) reading word by word
  - c) finding the synonyms and antonyms
  - d) preparing an article
- (iv) Identify the full form of GD?
  - a) Group Discovery
  - b) Group Discussion
  - c) Global Discovery
  - d) Give Details
- (v) State what is the most important thing to do during a group discussion.
  - a) silent participation
  - b) remember everybody's names
  - c) writing down the points
  - d) active listening

- (vi) Identify which of the following options is incorrect while introducing yourself during the job interview.
- a) My name is George Hill  
c) Myself George Hill
- b) I am George Hill  
d) This is George Hill
- (vii) Identify which of these is important to keep in mind during the Conference.
- a) an eye contact with the audience  
c) wearing a tie
- b) difficult vocabulary  
d) look at the notes and speak
- (viii) Select which of these is not one of the 7Cs of Communication.
- a) clarity  
c) Character
- b) completeness  
d) conciseness
- (ix) The exclamatory mark shows \_\_\_\_\_. Complete the sentence by selecting the right answer.
- a) end of sentence  
c) to shout at someone
- b) sudden emotion  
d) break the sentence
- (x) Select how to report someone's direct speech.
- a) by using full stop  
c) by using double inverted commas
- b) by using brackets  
d) by using single quotation
- (xi) Choose the correct answer from the options given: A letter written to replace damaged products delivered, is called a \_\_\_\_\_ letter.
- a) Inquiry letter  
c) Complaint letter
- b) Sales letter  
d) Cover letter
- (xii) Infer, why is it necessary to revise the article before submitting or publishing?
- a) to check the errors  
c) to check the handwriting
- b) to spend some time  
d) to show it to your friends
- (xiii) Interpret why are attachments attached in most of the formal letters.
- a) for the evidence/proof  
c) to make the letter thick
- b) for the satisfaction  
d) to draw attention
- (xiv) Determine which is not a pre-requisite of an active listener.
- a) questioning in between the speech  
c) avoiding interruption
- b) providing appropriate non-verbal communication.  
d) paying undivided attention
- (xv) List the points that are essential for effective listening
- a) give your full attention  
c) avoid interrupting
- b) maintain eye contact  
d) all of the above

### Group-B

(Short Answer Type Questions)

 $3 \times 5 = 15$ 

2. List down the benefits of Skimming. (3)
3. Establish your ideas on Consideration and Courtesy from the 7Cs of Communication. (3)
4. Cite a few English expressions used to discuss skills and qualifications in job interviews. (3)
5. Define Extempore in your own words with one expression of starting the same. (3)
6. Estimate how Scanning can improve research skills. (3)

OR

Distinguish between Skimming and Scanning. (3)

### Group-C



(Long Answer Type Questions)

5 x 6=30

7. Distinguish between summary and paraphrasing. (5)
8. List down the points and explain the English expressions used during the job interview. (5)
9. Write the advantages of listening to English audiovisuals. (5)
10. Estimate the function of punctuation in English. Explain a few of them giving examples. (5)
11. What is an article writing? State the basic methods to start writing an article. (5)
12. You purchased a mobile phone which has not been working properly. Write a letter to the company to replace the phone. (5)

OR

You are the manager of your company, and you require fifty chairs and tables for the new employees. Write an Order Letter to the furniture shop ordering the requirements. (5)

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