16478

BRAINWARE UNIVERSITY

Term End Examination 2025-2026
Programme – B.Sc.(AM)-Hons-2023/B.Sc.(AM)-Hons-2024/B.Sc.(AM)-Hons-2025
Course Name – Communicative English
Course Code - AEC00002
(Semester I)

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) State the correct answer: While Skimming, what should the readers focus on?
a) headings b) subheadings
c) italicized text d) all of the above

(ii) Select what Concreteness means in 7Cs of communication.
a) use of complete sentence b) use of complex ideas
c) use of specific facts and figures d) use of huge vocabulary

(iii) Select a benefit of using punctuation in writing.
a) it clarifies communication b) it helps in general knowledge
c) it helps in exercise d) it helps increase word power

(iv) Choose the correct answer of the question, what is a comma used for.
a) to quote some sentence b) to show some emotion
c) to list items in a sentence and give a pause d) to end the sentence

(v) Choose and answer correctly: in the sentence, 'The tree dropped its leaves.' what does the word 'its' indicate?
a) compound word b) possessive form
c) shortened form d) hyphenated form

(vi) Identify the missing punctuation to make the sentence correct. There are many types of pollution water pollution, air pollution, noise pollution, and soil pollution.
a) Semi-colon b) Colon
c) Question mark d) Exclamatory mark

(vii) Identify in which style a formal letter should be written.
a) Semi-block style b) FULL BLOCK style
c) Informal style d) Traditional style

(viii) Choose the correct answer from the options given: A letter written to replace damaged products delivered, is called a _____ letter.

a) Inquiry letter
b) Sales letter
c) Complaint letter
d) Cover letter

(ix) Identify the two major types of communication.

a) gestures and body language
b) words and numbers
c) oral and written
d) verbal & non-verbal

(x) Select the right answer from the options given: To write a summary, first we need to _____.

a) scan the passage
b) print the passage
c) skim the passage
d) write the summary

(xi) State which type of letter will it be, if it reads: We are writing this letter to remind you that your account in our company is overdue for payment.

a) Adjustment letter
b) Debt recovery letter
c) Application letter
d) Cover letter

(xii) Select the proper complementary closing of a formal letter from the given options here:

a) Yours sincerely
b) Yours faithfully
c) Yours truly
d) All of the above

(xiii) Choose the right answer to complete the following sentence: Consideration is one of the 7Cs of effective communication where we _____.

a) start arguments with the audience
b) show a 'you-attitude'
c) ignore the audience
d) debate on their needs and interests

(xiv) State what is the primary purpose of writing a summary.

a) To offer personal opinions on the text
b) To provide a detailed analysis of the text
c) To shorten and convey the main ideas of the text
d) To critique the author's writing style

(xv) Choose what is the purpose of CC in a business letter?

a) To indicate the recipient's carbon copy
b) To include additional recipients of the letter
c) To encrypt the letter for security
d) To note the carbon emissions associated with the letter

Group-B

(Short Answer Type Questions) 3 x 5=15

2. List down the benefits of Skimming. (3)
3. Estimate the three major points to keep in mind while writing a summary. (3)
4. Examine what expressions are appropriate when concluding a session or presentation at a conference. (3)
5. Explain any three English expressions commonly used in job interviews. (3)
6. Explain how one can conclude an extempore speech effectively. (3)

OR

Evaluate how you can apply the 7C's of Communication in business communication. (3)

Group-C

(Long Answer Type Questions) 5 x 6=30

7. Illustrate a few English expressions used during the conferences and presentations. (5)
8. Explain what is an extempore and illustrate the key points to be followed during an extempore. (5)
9. Express your critical thoughts about the things that you must avoid while listening to a speaker in a seminar hall. (5)
10. Analyse the don'ts to be considered during the job interview. (5)
11. Define Skimming. Explain any two points to effectively skim a text. (5)
12. Write a news report on the Tree-Planting Drive for Environmental Conservation by the local community. (5)

OR

Write the steps to be followed to avoid controversy in group discussion. (5)

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