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BRAINWARE UNIVERSITY

Term End Examination 2025-2026

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/BBA-Hons-2025/BBA(BA)-Hons-2025/BBA(DM)-Hons-
2025/BBA(HM)-Hons-2025/B.Com.(AFB)-Hons]-2025/BCA-Hons-2025/BCA(MAWT)-
Hons-2025/B.Sc.(ANCS)-Hons-2025/B.Sc.(BT)-Hons-2025/B.Sc.(FND)-Hons-
2025/B.Sc.(MSJ)-Hons-2025

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 are headings and subheadings important in a passage.
- | | |
|--|----------------------------------|
| a) to divert the readers mind | b) to increase the word count |
| c) to know what the passage is talking about | d) to make the passage look good |
- (iii) Choose among the given questions, what can you ask an interviewer at the end of an interview?
- | | |
|---|--|
| a) Can I choose my own work? | b) Please let me know how much will I be paid? |
| c) Could you kindly tell me more about the company? | d) May I get the names of the employees? |
- (iv) 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 |

- (v) You are the manager of your company and you require fifty chairs in the office. State what type of letter is to be written.
- a) order letter
c) job application letter
b) complaint letter
d) informal letter
- (vi) Select the proper complementary closing of a formal letter from the given options here:
- a) Yours sincerely
c) Yours truly
b) Yours faithfully
d) All of these
- (vii) Identify the correct word: The understanding of a larger body of written work that you can restate in your own words in brief is called a _____.
- a) Letter
c) Summary
b) Article
d) Notice
- (viii) State the correct option among these. To edit an article one must:
- a) to use too many words
c) remove the repeated words
b) to use jargon words
d) to highlight the sentences
- (ix) Choose what is the contracted form of 'I am not' using apostrophe.
- a) I am'nt
c) I am nt'
b) I ain't
d) I am' not
- (x) Determine why maintaining eye contact is necessary while listening to a speaker.
- a) it shows that you are good at meditating
c) to check your patience
b) it shows you are engaged and interested in what they are saying
d) to disturb the speaker
- (xi) List the points that are essential for effective listening
- a) give your full attention
c) avoid interrupting
b) maintain eye contact
d) all of these
- (xii) Illustrate why is feedback important after any event.
- a) to take references
c) to improve the performance in the next time
b) to improve the ambience
d) to take notes for future
- (xiii) Extend your views on an article.
- a) a piece of newspaper cutting
c) a piece of writing in a newspaper or magazine
b) a summary of the passage
d) a detail note of the passage
- (xiv) How can we understand that the person is listening affectively in the seminar hall. Indicate the answer from the following options.
- a) Nodding and smiling
c) Using affirmative expressions
b) Encouraging the speaker
d) All of these
- (xv) Omit the odd one out from the following options given below.
- a) TV shows
c) English text books
b) Online videos
d) Vlogs

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. Define Extempore in your own words with one expression of starting the same. (3)
5. Express what is the purpose of the planning stage in writing. (3)
6. Explain what are the key skills required for successful extempore speaking. (3)

OR

Estimate how much is active listening essential in a Group Discussion.

(3)

Group-C

(Long Answer Type Questions)

5 x 6=30

7. Write down the steps for drafting an article. (5)
8. Distinguish between summary and paraphrasing. (5)
9. What is an article writing? State the basic methods to start writing an article. (5)
10. Explain the steps involved in the process of scanning a text. (5)
11. Write what are the best way to provide feedback when someone's performance has been below expectations. (5)
12. You have been working as a purchasing officer in a company. The company wants to purchase LED BULBS for its use. Write a letter to Ms. Surya Lightings, enquiring about the led bulbs. (5)

OR

Your company has launched a new television. Write a letter to the customer who showed interest in your product, describing all the details, features, and price of the product. (5)

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