

2021

## COMMUNICATION SKILLS-II

Full Marks: 60

Time: 2 hours

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

1. Multiple choice questions (1x20=20)
  - (i) Choose the word closest in the meaning of 'Bonafide'  
(a) Genuine (b) spurious (c) confident (d) fidelity
  - (ii) Choose the closest in meaning of 'functionary'  
(a) Ruler (b) official (c) a function (d) perfume
  - (iii) 'Paradigm' means  
(a) Parallel (b) Model (c) paradise (d) pursue
  - (iv) 'Salient' means  
(a) Saleable (b) silent (c) outstanding (d) troublesome
  - (v) 'Trauma' refers to  
(a) Happiness (b) Tiredness (c) Emotional Shock (d) Gentleness
  - (vi) Can, may, must are the examples of:  
(a) Be verb (b) tense (c) Modal auxiliary (d) capacity
  - (vii) 'carry on' is an example of  
(a) Auxiliary verb (b) compound noun (c) Phrasal verb (d) preposition
  - (viii) 'How beautiful is the moon!' is  
(a) Interrogative sentence (b) Assertive Sentence (c) Exclamatory sentence (d) Imperative sentence
  - (ix) Formal word of 'tell' is-  
(a) Say (b) inform (c) send (d) express
  - (x) 'Abstract' is a part of  
(a) Letter (b) E-mail (c) report (d) paragraph
  - (xi) Excited about winning the award, Marcia walked up to the podium and delivered an *animated* acceptance speech.  
(a) Abbreviated (b) courteous (c) reserved (d) lively
  - (xii) *intermittent* rain soaked the garden many different times during the day.  
(a) Protracted (b) periodic (c) incredulous (d) light
  - (xiii) After several small brushfires at the campground, officials felt the need to *augment* the rules pertaining to campfires.  
(a) Criticize (b) retract (c) consider (d) expand

- (xiv) The doctor got to the *crux* of the issue  
(a) Outline (b) opposite (c) crucial point (d) unhealthy
- (xv) Acknowledgement of a report is  
(a) Main part (b) front matter (c) back matter (d) body
- (xvi) Bibliography means  
(a) Summary (b) reference (c) biography (d) punctuation
- (xvii) The plane flies from Delhi .....Dubai.  
(a) On (b) to (c) at (d) in
- (xviii) The letter was written ....her lawyer.  
(a) In (b) under (c) on (d) of
- (xix) 'Netizen' is an example of  
(a) Phrasal verb (b) word blends (c) compound word (d) acronym
- (xx) 'sound proof' is an example of  
(a) Adverb (b) acronym (c) British English (d) Compound noun

2. Very short answer type questions: (2x6=12)

- (i) What is salutation in a formal letter?
- (ii) What is Letter of adjustment?
- (iii) Give two examples each of British English and American English
- (iv) Write the significance of Subject section in E-mail.
- (v) Write brief paragraphs on:
  - (a) Your favourite viral video
  - (b) Music that inspires you

3. Short answer type questions: (4x7=28)

- (i) Write the features of an effective paragraph.
- (ii) What are the qualities of good e-mailer and bad e-mailer.
- (iii) Compose an e-mail to be sent to the Dean Academic of your Institute asking about the possibilities of offline classes in the Institute.
- (iv) What are the most important information a fresher should include in a CV?
- (v) Write a paragraph on introducing yourself and your career objective which are usually asked in the job interviews.
- (vi) Write briefly about your strengths and weaknesses.
- (vii) Write a brief report on COVID-19 situation in your District.