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RETEST EXAMINATION - 2019

Semester : 2nd

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.

Instruction :

- *All* questions of PART-A and PART-B are compulsory.

PART - A

Marks - 25

1. Choose the correct option and rewrite the following sentences : $1 \times 10 = 10$
 - (i) A report presents conclusions based on
 - (a) belief
 - (b) intuition
 - (c) impression
 - (d) investigation

[Turn over



- (ii) Good business letters are characterized by the following personal quality of the writer
- (a) seriousness
 - (b) formality
 - (c) sincerity
 - (d) humour
- (iii) Simplicity in writing means
- (a) the use of simple sentences
 - (b) the use of simple words
 - (c) the use of simple tense
 - (d) plainness
- (iv) The most important goal of business communication is
- (a) favourable relationship between sender and receiver
 - (b) organizational goodwill
 - (c) receiver response
 - (d) receiver understanding
- (v) What should you always do when writing a formal letter ?
- (a) use paragraphs
 - (b) use correct sentences
 - (c) put in some colourful pictures
 - (d) use jargons
- (vi) A pre-printed stationery with the organization's name, logo, address and phone number is called
- (a) enclosure
 - (b) letterhead
 - (c) letter
 - (d) memo
- (vii) One of the features of a good paragraph is
- (a) unity of thought
 - (b) proper arrangement of words
 - (c) incoherence
 - (d) multiple ideas



- (viii) You type a personal business letter when you
- (a) write to a friend you have not seen for a long time
 - (b) complain about the electric bill
 - (c) write to a pen pal
 - (d) need to inform the students about the annual function of the institute
- (ix) The enclosure notation represents
- (a) the writer will mail more information at a later date
 - (b) the writer needs you to mail him something
 - (c) you do not use enclosure in a business letter
 - (d) the writer has put other documents along with the letter
- (x) Which of the following is an example of a complimentary close in a business letter?
- (a) See you later
 - (b) Goodbye
 - (c) Yours truly
 - (d) Dear Mr. Wilson



2. Write whether the following sentences are general or specific : 10
- (i) Movies are becoming more and more daring in their subject-matter.
 - (ii) Mario Andretti is a successful Race-car driver.
 - (iii) For instance, even the Eskimo uses a number of techniques to make life more comfortable for him.
 - (iv) A superstition is an idea or practice on unreasoning belief or blind faith.
 - (v) The number '13' is an unlucky number. An English batsman loses his nerve when he is on 13.
 - (vi) The alarm clock makes a man to rise early in the morning. The electric or the gas oven prepares his breakfast.
 - (vii) Science is at the root of our progress when we consider its place in our day-to-day life. It has greatly contributed to the progress of society.
 - (viii) Technology is the sum total of all the different techniques by which man changes his environment.

(ix) A student who comes late to his class misses a part of the lesson that day and also causes disturbance to others.

(x) Napoleon lost the Battle of Waterloo simply because a Marshal of his was a few minutes too late to come to his chief's side.

3. Name the elements of a formal letter (Heading/ Salutation/Subscription/Signature/Inside Address) responding to the following examples : 5

(i) The Editor
The Times of India

7 Bahadur Shah Zafar Marg
Delhi-110 103

(ii) Chinmay Ranjan
Sales Manager

(iii) 2nd May 2018

(iv) Yours sincerely

(v) Dear Sir



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PART - B

Marks - 45

4. Write an application to the Manager, Epitome Trading Agency, 23/A, Netaji Road, Kolkata, for employment as an office assistant. 15

5. Answer any *one* of the following questions : 12

(i) Write a letter of complaint against the poor quality of readymade garments you have recently purchased for your shop.

(ii) Draft a letter of order for supply of some watches of good quality.

(iii) Write a letter to the Minister of Sports drawing his attention to the need of a playground in your locality.

6. Write a report on the activities that were done during your term as the Cultural Secretary of your institute. 10



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Or

The following notes reflect various aspects on the evils of dowry system.

Causes :

- (a) Desire to be seen by society
- (b) Desire to help one's children
- (c) Fear of marrying without a dowry and going against custom
- (d) Low status of unmarried women
- (e) Greed of men who want to raise their standard

Results :

- (a) Financial suffering of those who cannot afford it
- (b) Rejection of girl children

Solution :

- (a) Marriage without dowry
- (b) Human rights for women

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200(W)

- (c) Change in social opinion
 - (d) Law to forbid dowries
- Write a report on the basis of these notes.

7. Write a problem-solution paragraph on : 8

- (a) Unemployment

Or

- (b) Global Warming

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200(W)