

END SEMESTER/ RETEST EXAMINATION 2021Semester : 2nd

Subject code : Hu-201

Subject : Communication in English II

Full Marks : 70 = (part A -25 + part B- 45)

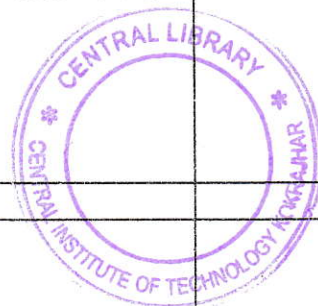
Duration : Three hours

Instructions :**Questions on Part A are compulsory.****Answer any five questions from Part B.**

PART- A		
MARK- 25		
Question no.	Questions	Marks
Question 1	Fill in the blanks with appropriate answer	1 x 10= 10
1a	The full form of Memo is _____	
1b	The word 'amplification' means to _____	
1c	The full form of E-mail is _____	
1d	A good report must be given in the _____ person	
1e	The American word for 'biscuit' is _____	
1f	An ideal handshake should be of _____ seconds	
1g	We address the reader as 'dear...' in case of an _____ letter	
1h	The word 'resume' in French means _____	
1i	The full meaning of Bio-data is _____	
1j	The length of a summary should be _____ of the original passage	
Question no. 2	Write true or false	1 x 10= 10
2a	In a formal letter we use short forms because it is normally sent to friends.	
2b	There is no difference between CV and Resume.	
2c	If a job advertisement asks for a CV, that is a hint that the employer expects a great deal of life experience and the achievements.	
2d	Without sending attachments an E-mail remains incomplete.	
2e	The word 'comprehension' means to understand.	
2f	A memo is normally circulated within the same institution / organization / firm.	
2g	In a bio-data one does not focus on personal particulars.	
2h	In the abbreviation 'CV', the 'V' stands for 'Vitae'.	

2i	In an interview, the male candidate can keep long hair.	
2j	Vibrant colours like orange and pink should normally be avoided in an interview.	

Question no. 3	Choose the correct answer	1 x 5= 5
3a	The action of enlarging upon or adding detail to a story or statement is called- (1) Paragraph (2) Storytelling (3) Amplification (4) Bio-data	
3b	A summary is written in- (1) Your own language (2) Your mother tongue (3) Active Voice (4) Passive Voice	
3c	Commercial information like quotations, orders and complaints are found in- (1) Bio-data (2) Resume (3) Cover Letter (4) Business Letter	
3d	A Cover Letter is also known as- (1) Resume (2) Motivational Letter (3) Bio-data (4) Magazine	
3e	The American word for 'sweets' is- (1) Sugar (2) Toffee (3) Candy (4) Chocolate	



PART- B, MARK- 45		
Question no.	Questions	Marks
Question no. 4 (a)	Read the following passage and answer the questions – Soybeans belong to the legume family. The beans are the seeds of the leguminous soybean plant. They can be grown on a variety of soils and	1x5=5

	<p>in a wide range of climates. Soybeans are versatile as they can be used as whole beans, soy sprouts, or processed as a variety of food items, such as soy milk, tofu, tempeh, textured vegetable protein, miso, soy sauce, soy oil and margarine and soy dairy alternatives. They are also used for making candles and bio-diesel.</p> <p>Soy is an excellent source of high quality protein; is low in saturated fats and is cholesterol-free. It is also rich in vitamins, especially vitamin B complex, minerals such as magnesium, calcium, iron, potassium and copper and also fibres. It recent times it has been highly recommended because of its ability to lower the levels of Low Density Lipoprotein (LDL), a bad cholesterol. The Food and Drug Administration (FDA) has confirmed that foods containing soy proteins are likely to reduce the risk of coronary heart disease.</p> <p>An easy way to take soy is as soymilk now available with added flavor. Soymilk does not contain lactose and can be drunk by those who are allergic to normal milk. To get soymilk, soybeans are soaked in water, ground and then strained. If you don't mind the trouble, you can also make it at home.</p> <ol style="list-style-type: none"> (1) To which family does soybean belong? (2) Mention the items made from soybeans. (3) What is the easiest way to take soy? (4) What is the view of FDA regarding soy? (5) Why is soymilk safe? 	
4 (b)	<p>Write a paragraph on any one of the following-</p> <ol style="list-style-type: none"> (1) Importance of reading newspaper (2) Social media (3) The good things about a summer vacation (4) Benefits of early rising 	1x4=4
Question no. 5		
5a	<p>Amplify the following proverbs-</p> <ol style="list-style-type: none"> (1) Prevention is better than cure (2) Rome was not built in a day 	2x2.5=5
5b	Mention the features of a Memo?	2
5c	How should a girl dress for an interview?	2
Question no. 6		
6a	What are the features of a good report?	4
6b	Prepare a report on the Annual Function organized in your college.	5
Question no. 7		
7a	ABC company has recently introduced a policy of subsidizing 50% of the tuition fee of the employees' children. Write a memo for announcing this policy.	5
7b	What steps should be followed a write the perfect memo?	4
Question no. 8		

