

Total No. of printed pages = 5

Sc-201/Eng-II/2nd Sem/2018/M

COMMUNICATION IN ENGLISH – II

(New Course)

Full Marks – 70

Time – Three hours

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

PART – A

1. Write down the following sentences and write whether they are True (T) or False (F):

1×10=10

- (i) A summary is written as $\frac{1}{2}$ of the original length of a given passage.
- (ii) The Subject Line in a Memo should never be underlined.
- (iii) A resume should be normally written on one page.

[Turn over

- (iv) A memo is used for internal communication.
- (v) A report is always written in the first person.
- (vi) We can also write a colon after the salutation in a formal letter.
- (vii) In a formal letter, while writing the subject line all words should have the initial capital letters except the prepositions and articles.
- (viii) A CV means a summary of the entire course of an individual's life.
- (ix) Breaking knuckles is a form of negative body language.
- (x) We can use slang words and ungrammatical sentences in a formal email.

2. Write down the following sentences and complete it with proper words : 1×10=10

- (i) The full form of Bio data is _____.
- (ii) The full form of memo is _____.

s from the word 'amplify'

_____ spacing between

in the closing section of
should use _____ letter
of the sender.

types of formal letters.

e written either in Block

ke lasts for _____

font size generally used

ication makes up _____

ication.

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- (iii) Amplification comes from the word 'amplify' which means _____.
- (iv) There should be _____ spacing between the paragraphs.
- (v) Under the signature in the closing section of a formal letter we should use _____ letter to write the name of the sender.
- (vi) There are _____ types of formal letters.
- (vii) Formal letters can be written either in Block or _____ Form.
- (viii) A proper handshake lasts for _____ seconds.
- (ix) In a formal letter the font size generally used is _____.
- (x) Non-verbal communication makes up _____ per cent of communication.

3. Write down whether the following words are British English (BE) or American English(AE) :

1×5=5

(i) Vacation

(ii) Chemist

(iii) Fibre

(iv) Tire

(v) Rumour

PART - B

4. Write a few lines on the following : 2×5=10

(a) Body language

(b) Resume

(c) Report

(d) Referee

(e) Perfect handshake

5. Write a job application for the post of Junior Engineer in Alliance Engineers & Consultants, Milanpur Rd, West Jyotinagar, Bamunimaidam, Guwahati, Assam 781004. Also write a cover letter and a Resume for the same. 5+5+5=15

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4050(W)

6. Write a memo as the CEO of a company and announce a Bihu Bonus. 5
7. Write an amplification on any *one* of the following : 10
- (a) A friend in need is a friend indeed.
 - (b) Rome was not built in a day.
 - (c) All that glitters is not gold.
8. Write an email to your boss and apply for a leave for 10 days. 5