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**END SEMESTER REGULAR / RETEST
EXAMINATION, JULY – 2023**

Branch : (Common)

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. Fill in the blanks : 1×10=10
- (a) A formal letter has ——— parts.
- (b) The name of the sender of a formal letter is placed at the ——— of the letter.
- (c) The heading of a job application should include the applicant's ——— information.

[Turn over

- (d) In French the meaning of 'resume' is —.
- (e) The second part of a 'memo' is the —.
- (f) The language used in 'memo-writing' should be —.
- (g) A paragraph has ³ — parts.
- (h) A paragraph usually has ¹ — topic.
- (i) A summary should include the — points of the original text.
- (j) In an email Cc stands for —.

2. Write whether the following statements are True or False : 1×10=10

- (a) In a formal letter the purpose of the letter is stated in the first paragraph.
- (b) While writing a job application the applicant should follow the instructions given in the job advertisement.
- (c) In a memo you should use greetings or salutation.
- (d) In a summary when the exact words of the original text are used, they should be placed within quotation marks.

- (e) Some of the spellings of British and American English for the same word are different.
- ~~(f)~~ A short report includes a title page.
- (g) The information presented in a report should be easily understood.
- (h) The subject line is very important in email writing.
- (i) Formal and informal emails have similar salutation.
- (j) The interview candidate should offer his or her hand for a handshake to the interviewer.

3. Choose the correct options : $1 \times 5 = 5$

(a) A memo, as a means of communication, is

(i) as formal as an official letter

(ii) less formal than an official letter

(iii) more formal than an official letter

(iv) None of the above

(b) The cohesion of a paragraph can be increased by the use of

- (i) standard, written words
- (ii) synonyms
- (iii) antonyms
- (iv) transition words and phrases

(c) E-mails are of

- (i) five categories
- (ii) four categories
- (iii) three categories.
- (iv) six categories

(d) In a job interview communication skill is very important. Communication skill includes

- (i) only verbal communication
- (ii) only non-verbal communication
- (iii) both verbal and non-verbal communication
- (iv) None of the above

(e) In a job interview a candidate will be tested about his or her

(i) knowledge

(ii) honesty

(iii) attitude

(iv) behaviour

(v) All of the above.

PART – B

Marks – 45

4. Answer the following questions: $2 \times 6 = 12$

(a) State the definition of a quotation letter.

(b) Mention the full form of Cc in a memo.

(c) State the information to be included in the heading of a formal letter.

(d) Write two important features of a technical report.

(e) Point out two things that we should do before writing the summary of a text.

(f) State what should be included in the first part of a news report.

5. Write a short paragraph on the body language of an interview candidate. 5

6. Amplify any *one* of the following : 6×1=6

(a) A rolling stone gathers no moss.

(b) Slow and steady wins the race.

(c) Make hay while the sun shines.

7. Mr Raman Singh, the proprietor of Singh Travel Agency had ordered for twenty tyres from Good Luck Tyre Co. But he has not received the tyres on the stipulated date for which he is facing difficulties. As Mr. Raman Singh write a complaint letter to the Manager of the Sales department of Good Luck Tyre Co. describing the situation. 8

8. (a) As the Cultural Secretary of your institute write a short report on the various activities that were organised during your tenure. 5

Or

(b) As the Literary secretary of your institute write a report on the various competitions and activities you conducted during your session. 5

9. Read the following passage and answer the questions given below :

The Russian writer, Leo Tolstoy, gave up a life of wealth and comfort in order to help the poor. He taught that all types of violence were wicked and that all people ought to live together in love and to cooperate with one another. Gandhi was very much interested in his writings and teachings. Indeed the two great men must have been alike in many of their ideas.

In one of his stories Tolstoy describes a certain village in Russia where a peasant named Ivan lived. Everyone thought that he must be a very happy man, for he was comfortably off and lacked nothing that he needed. He had three sons, all of them were able to work. The eldest was married and the second was going to be married and the youngest was able to look after the horses. His wife was an extremely capable woman and his daughter-in-law was steady and hard-working. Ivan's old father lived with them, but he was now an invalid and had no longer any control over his son. Their fields produced good crops and they had quite enough food for their own needs. All their clothes, coats, shirts, trousers, socks and dresses were made by the two women. Unfortunately, however, the members of the

family were not nearly as contented as they ought to have been. This was because of a quarrel between them and their next-door neighbour, limping Gabriel.

(a) State the reason of Gandhi's interest in Leo Tolstoy. 2

(b) Mention why Tolstoy gave up his wealth. 1

(c) Find a synonym for 'competent' in the above passage. 1

(d) The Ivans were a happy family. (State true or false) 1

10. Answer as directed :

(a) Give the American English spelling for the following words : $\frac{1}{2} \times 4 = 2$

Colour, Skillfull,

Dialogue, Centre.

(b) Give British words for the following American English words : $\frac{1}{2} \times 4 = 2$

Apartment, Truck,

Mailbox, Soccer.