

2025

English Communication - II

Paper Code: AEC0200404-N

Full Marks: 60

Time: 2½ hours

1. Answer the following as directed:

1x8=8

(a) What is Communication?

(b) In communication, _____ is the response, reaction, or information that a receiver provides to the sender of a message.

(c) An application is an example of Verbal Communication.

(The statement is true/false)

(d) What is downward communication?

(e) Non-verbal communication involves only facial expression.

(Write True or False)

(f) What is Technical Writing?

(g) Give an example of informal communication.

(h) What does 'decoding' mean in communication?

2. Answer *any six* of the following:

2x6=12

(a) What is noise in communication? Give an example.

- (b) State two differences between verbal and non-verbal communication. Use examples, if necessary.
- (c) What is the importance of clarity in communication?
- (d) What is active listening? What role does it play in communication?
- (e) State two differences between a Notice and a Report.
- (f) Write on the importance of syntax.
- (g) Mention two points that one should take care of in a formal meeting.
- (h) Distinguish between "legally punishable" and "socially desirable" actions, using examples from "On Saying Please."
- (i) What is the significance of the children gathering stones at the beginning of "The Lottery"?
- (j) State two common barriers to effective listening.

3. Answer *any four* of the following:

5x4=20

- (a) Describe briefly the elements of basic communication.
- (b) Discuss the significance of cultural sensitivity in communication.
- (c) Why do we need to be clear and concise in communication? Write briefly.
- (d) Imagine you are presenting a new project idea to your team. Outline five key strategies you would use to ensure your presentation is clear and engaging.

(e) Discuss how "Growing Up with Science Fiction" reveals Carl Sagan's personal journey into science and his philosophy of scientific inquiry.

(f) Describe the characteristics of a well-written resume/bio-data.

(g) Analyze the role of tradition in "The Lottery." How does the villagers' adherence to tradition, despite its grim outcome, reflect broader societal issues?

(h) What are organizational barriers in communication? How can they be overcome?

4. Answer *any two* of the following:

10x2=20

(a) What is effective communication? Discuss the 7C's of communication.

(b) What are the different types of listening? Why do you think we need to develop good listening skills?

(c) You are Suresh/Seema. Write a report as a student volunteer on a cleanliness drive and tree plantation camp organized by the NSS unit of your college.

(d) "Good manners are infectious." Elaborate on this statement with close reference to A.G. Gardiner's "On Saying Please," providing examples of how politeness can spread and impact society.

(e) Write a detailed note on the steps involved in planning and delivering an effective oral presentation.