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**END SEMESTER (REGULAR/RETEST)  
EXAMINATION, JUNE – 2024**

Semester : 2nd

Branch : All

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 are compulsory.

1. Fill in the blanks :

1×5=5

- (a) The information to be included in a job application is usually found in the ——— published in the newspaper.
- (b) A summary should not ——— explanations and elaborations.
- (c) A ——— letter refers to the price of goods and services.

[Turn over

(d) When a seller promises to mitigate the complaint of a consumer through a letter, the letter is known as ———.

(e) CV stands for ———.

2. Write whether the following statements are True or False : 1×5=5

(a) Both the sender and receiver must possess email ids to communicate using an email.

(b) Amplification is expanding the idea in a text.

(c) Greeting or salutation is an important part of a memo.

(d) At interview candidate should maintain eye contact with the interviewers.

(e) All paragraphs have a topic sentence.

3. Choose the correct answers : 1×5=5

(a) A summary is a ——— of a given text.

(i) expansion                      (ii) contraction

(iii) comprehension      (iv) deduction

(b) When we want to communicate with numerous people about an important issue we write

(i) A complaint letter



- (ii) An adjustment letter
- (iii) A quotation letter
- (iv) A letter to the editor
- (c) A report should
  - (i) be a firsthand account
  - (ii) include lot of digressions
  - (iii) be subjective
  - (iv) contain the reporter's personal view
- (d) A job candidate should
  - (i) have good communication skill
  - (ii) be in time for an interview
  - (iii) carry all the necessary documents in a file
  - (iv) All of the above
- (e) Reading comprehension is the ability to
  - (i) read a text
  - (ii) understand the meaning of a text
  - (iii) process a given text
  - (iv) read a text, process it and understand its meaning

4. Answer the following questions :  $2 \times 10 = 20$

- (a) State the function of the subject line in an email.
- (b) Mention two characteristics of a well-organised paragraph.
- (c) Define a thesis statement.
- (d) State the names of at least two types of formal letters.
- (e) Cite the information to be included in the first paragraph of a job application.
- (f) Write two distinctive characteristics of a memo.
- (g) Define a report.
- (h) Describe a perfect handshake. Why is it important for a job candidate ?
- (i) Mention the steps to be followed while summarizing a text.
- (j) State two differences between American English and British English.

5. Write a short paragraph on any one of the following :  $5 \times 1 = 5$

- (a) Online Education in India
- (b) Time Management
- (c) Sports and Health.



6. Amplify any *one* of the following :

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(a) Unity is strength.

(b) All that glitters is not gold.

(c) Time and tide waits for none.

7. Write a letter of enquiry to the Manager of the Human Resource Department of your dream company requesting to know if there is any opening there.

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8. As the General Secretary of your institute write a report of the experiences of your team's participation in the All Polytechnic Meet that was recently organised in a different institute.

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

Reading is a fundamental skill that plays a vital role in our lives. It's not just about deciphering words on a page but about the doors it opens, the knowledge it imparts, and the worlds it allows us to explore. (Reading is an essential tool for learning, expanding our horizons, and fostering imagination.)

(When we read, we acquire knowledge. Whether it's reading textbooks, newspapers, or online articles, we gain information that help us understand the world. Books, in particular, are a treasure trove of knowledge. They contain the wisdom of



generations, the discoveries of great minds, and the stories of diverse cultures. Reading books can educate us on history, science, literature, and countless other subjects. It's like having a mentor, guiding us through the complexities of life.

Reading also broadens our horizons. It exposes us to different viewpoints, perspectives, and experiences. When we read about characters from various backgrounds or explore far-off lands through the pages of a novel, we step into their shoes and see the world from a different angle. This broadening of perspective fosters empathy and understanding, making us more tolerant and open-minded individuals.

Furthermore, reading fuels our imagination. Whether it's a fantasy novel, a science fiction story, or a compelling mystery, books transport us to other worlds and challenge us to envision the unimaginable. Our minds become the canvas, and words paint the pictures. It's a magical experience that ignites creativity and inspiration.

Moreover, reading is a skill that transcends academic boundaries. It's not just about scoring well on tests; it's about developing critical thinking, analytical skills, and the ability to communicate effectively. A person who reads regularly is likely to have a broader vocabulary, better writing skills, and an improved ability to express their thoughts and ideas.



In our modern digital age, reading has taken on new forms. E-books and audio-books have made it more accessible and convenient. With just a few clicks or taps, we can access a vast library of literature. However, there's something timeless and intimate about holding a physical book, flipping its pages, and smelling the scent of paper and ink.

In conclusion, reading is not just a hobby ; it's a cornerstone of education, personal growth, and cultural enrichment. It empowers us with knowledge, broadens our perspectives, ignites our imagination, and equips us with essential skills. Whether we're reading for pleasure, information, or self-improvement, reading is a journey that enriches our lives and shapes us into more informed, empathetic, and creative individuals.

(a) Cite some of the benefits of reading mentioned in the passage. 2

(b) State how reading broadens our horizons and foster empathy. (Choose the correct option.) 1

(i) By encouraging isolation

(ii) By exposing us to different viewpoints and experiences

(iii) By promoting narrow-mindedness

(iv) By making us less tolerant

(c) Point out the role played by reading in developing critical thinking and communication skills. 1

(d) State the advantages of reading physical books compared to digital formats ? 2

10. Answer the following questions as directed :

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

(i) Color (ii) Burnt (iii) Anemia (iv) Behavior.

(b) Find out the British English words :

$\frac{1}{2} \times 4 = 2$

(i) Crispies (ii) Petrol (iii) Zipcode (iv) Cell Phone.