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1 SEM TDC ENGG (CBCS) AECC 1

2024

(November)

ENGLISH

Paper : AECC-1

(English Communication)

Full Marks : 40

Pass Marks : 16

Time : 2 hours

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

UNIT—I

(Communication : Theory and Types)

1. (a) Explain any two types of non-verbal communication. 5

Or

- (b) What are the main elements of Shannon-Weaver model of communication? 5

(2)

2. (a) List out any four barriers to communication and state how they can be overcome. 2+3=5

Or

- (b) What is the role of empathy in inter-personal communication? 5

UNIT—II

(Speaking Skills)

3. (a) Explain the terms 'turn-taking' and 'turn-giving' in a group discussion. 5

Or

- (b) How is a dialogue different from a monologue? 5

4. (a) What are the different stages in an interview? 5

Or

- (b) Comment briefly on the role of body language in effective speaking. 5

UNIT—III

(Reading and Understanding)

5. (a) Explain why providing proper citations is essential when summarizing someone else's work. 5

(3)

Or

- (b) Read the passage and answer the questions that follow :

Socrates taught that 'the man who is master of himself is truly free'. By being a master of oneself he meant first knowing oneself, one's own faults and weaknesses and one's own good points, without making any pretence and without being vain, and then being able to control oneself. This knowledge of himself was what helped a man to be courageous, and the courageous man has a very important sort of freedom from fear. Socrates himself, because he was not afraid of the consequences, always felt free to teach what he thought was right, however unpopular that might make him without the powerful people in Athens.

Questions :

- (i) Who is truly 'free' according to Socrates? 1
(ii) How does knowledge of oneself help a person? 1

(4)

(iii) How did Socrates apply the above principle himself? 1

(iv) Give antonyms of the following :
 $\frac{1}{2} \times 4 = 2$

1. Weakness
2. Important
3. Fear
4. Unpopular

6. Answer any one of the following questions : 5

- (a) What are the key steps involved in close reading?
- (b) Write a summary of the following passage :

Money can be abused as any other thing can be abused. Money in our day means power, and if a man uses that power to buy off men so that they may betray their homes, their friends or their country, or if a man uses his money for purely selfish purposes, he is abusing his power. All young people want money, but money to be worthwhile, must be earned. A person who inherits money or gets money from gambling or

(5)

profiteering in any other way in which he does not earn it, never knows the real value and purpose of money. Often he abuses it rather than uses it. What are the uses of money? Money is a medium of exchange. It is to be saved, not hoarded, for sickness, old age, investment and service to others. It is to be given away to relieve suffering, for study, for mission, for welfare work, for anything that will make the world a better and happier place to live in.

UNIT—IV

(Writing Skills)

7. (a) How can documentation help with knowledge sharing and training within an organization? 5

Or

- (b) On behalf of the Students' Union of your college, submit a report to the Principal on the shortcomings of the college canteen with your recommendations on how to overcome them. 5

8. (a) Make notes from the following passage using headings, sub-headings and recognizable abbreviations :

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Leadership does not exist without followership. A leader has to be accepted by the group which the former is supposed to lead. To gain acceptability the leader should cause an emotive impact on the group members.

The strength of character exhibited by leaders makes them dear to their followers. A leader is one who effectively inspires followers to achieve worthwhile things. What character of the leader motivates the followers? It is not pomp and show nor flattery nor sanctioning more incentives. Pomp and show creates a sense of awe and the leader is defied rather than emulated. Flattery is unrealistic, and cannot serve as a long term motivational tool. A leader's style should be one that can be emulated by all irrespective of cadre, class and calibre. Simplicity in one's day to day

conduct is the only thing that can be adopted by all. When the leader is simple, he is counted as one belonging to the group of which he is the leader. That's enough to motivate the people. Motivation is the innate quality that enables an individual or group, to contribute unlimited with limited means. It is the proud prerogative of enlightened human beings.

A leader needs to assume the role of a guide; quintessential of fulfilling the role is knowledgeability. Technical and administrative knowledge of the guide in balanced quantity and of right kind are essential. The technical knowledge is too vast to acquire by a leader. At best, he is 'jack of all' or 'master of few'. But he has to master human relations aspect of administration in all detail. And when the leader is good at this his guidance is sought and accepted, then he fulfils the role of a guide. The leader is a negotiator within and outside the organization.

Or

- (b) You have seen an advertisement for the post of a Sales Executive in a reputed company. Respond to the advertisement, along with your detailed résumé, to the Regional Director of the company without mentioning the name of your college or your name anywhere in the application.

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