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(Nov/Dec)

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) What is verbal communication? Discuss the two major forms of verbal communication. 1+4=5

Or

- (b) Write a note on kinesics as a form of non-verbal communication. 5

(2)

2. (a) What is business communication and what are its functions? 1+4=5

Or

- (b) Explain the helical model of communication. 5

UNIT—II

(Speaking Skills)

3. (a) What is group discussion? What are the skills needed for participating in a group discussion? 1+4=5

Or

- (b) Write a dialogue between two college-going friends discussing their choice of a career. 5

4. (a) Discuss briefly the characteristics of effective communication. 5

Or

- (b) What are the barriers to communication? 5

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(Continued)

(3)

UNIT—III

(Reading and Understanding)

5. (a) Define paraphrasing and mention four differences between paraphrasing and summarizing. 1+4=5

Or

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

The invention of the computer has been one of the greatest advances in technology. They are already widely used in industries and universities. Computers are mandatory in almost all spheres of human life. Computers are capable of doing extremely complicated work in all branches of learning. They can solve the most complex mathematical problems or put thousands of unrelated facts in order. These machines can be put to varied uses. For instance, they can provide information on the best ways to prevent traffic accidents, or they can count the number of times the word 'and' has been used in the Bible. They work accurately and at high speeds; they save research workers' years of

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(Turn Over)

hard work. This whole process by which machines can be used to work for human beings has been called 'automation'. In the future, automation may enable human beings to have far more leisure hours than they do today. The coming of automation is bound to have important social consequences.

Some years ago an expert on automation, Sir Leon Bagrit, pointed out that it was a mistake to believe that these machines could "think". There is no possibility that human beings will be "controlled by machines". Though computers are capable of learning from their mistakes and improving their performance, they need detailed instructions from human beings to be able to operate. They can never, as it were, lead independent lives or "rule the world" by making decisions of their own.

Nowadays, computers are small enough to fit into pockets. Computers can be used like radios. For instance, people going on holidays can stay informed about weather conditions. Car drivers can be given alternative routes when

there are traffic jams. It will also be possible to make tiny translating machines. This will enable people who do not share a common language to talk to each other without any difficulty or read foreign publications.

Questions :

- (i) Why does the writer call the computer one of the greatest advances in modern technology? 1
- (ii) What is automation? 1
- (iii) How does automation help human beings? 1
- (iv) Mention two areas wherein computers can be used effectively. 2

6. Answer any one of the following questions : 5

- (a) Write a note on the importance of close reading.
- (b) Write a summary of the following passage :

Energy resources are all-around us. They are things that people use. They come from nature. We need them to survive. For example, they keep us warm and help us cook food. We also

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use them to do things that make life easier, like driving cars. These resources fall into two categories—non-renewable and renewable. They rely on Earth's natural processes. Examples include plants, solar power, wind and water. You can imagine that it is impossible to 'use up' all the sunlight from the sun. And those rays are useful when heating up a building or a swimming pool. The same goes for water. It never fully disappears. The water cycle keeps the flow going. It may evaporate. But it still exists in gas form. Soon, condensation forms in the clouds. We're all familiar with the part that happens after that : it rains! Then the water cycle begins again.

For hundreds of years, humans have used renewable resources. They used wood for cooking and heating. They used wind and water for milling grain. Then about 150 years ago, scientists discovered the power of fossil fuel. Energy could be taken out of the fossils of ancient plants and animals. Soon, coal, oil and natural gas replaced things like wood and wind. They were great resources, but were not unlimited.

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Today, we rely on many non-renewable resources. We use them to heat our homes, play our electronic devices, and power our cars. Think about the next time you ride a school bus. The bus uses diesel or gasoline. Both are made from petroleum. Petroleum is a fossil fuel. Or imagine the next time you play a video game, or turn on a light. So many things require energy. It's important to use our non-renewable resources wisely. If we use them too much or too quickly, they will run out faster. One thing we can all do is follow the rule of three R's : Reduce, Reuse and Recycle. We're all living on this planet together, so why not take care of it?

UNIT—IV

(Writing Skills)

7. (a) What is documentation? What are the steps to be followed for effective documentation?

1+4=5

Or

(b) Your college organized a series of events to commemorate 75 years of India's Independence. Write a report on it for your college magazine. (Do not mention the name of your college.)

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

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Soil forms but a thin layer at the surface of the earth, a few centimetres to several metres in thickness. It is this thin layer of soil which produces the bulk of man's food supply. This layer upon which agriculture depends has required hundreds of years for its development, but if it is misused it can be destroyed within a few years.

Soil is the product of two forces : the decomposition of rock and the decay of plant and animal life. The process of physical and chemical weathering are responsible for breaking down the rocks

into fragments. These rock fragments provide the original material from which soils are formed. This mineral (rock) material is first colonized by plants such as mosses and lichens. By the partial decay of these organisms, humus begins to accumulate. Ferns and grasses now begin to take root, and thereafter shrubs and trees can find a footing. The small roots of plants work downwards, the burrowing animals bring up inorganic matter, and thus the growing moss, becomes porous and sponge-like. The earth matter thus formed can retain water and permit the passage of air.

Both plants and animals influence soil development. Dead plants provide the humus content of the soil. The humus content provides nitrogen and other elements such as phosphorus, calcium, and potassium which are broken down from decaying plant tissue by bacteria.

The influence of animals on soil is also substantial. Earthworms are of

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particular importance as they change the texture and chemical composition of the soil as it passes through digestive systems. Ants and burrowing animals also disturb and rearrange the soil.

This soil which is formed in a very long period by various agencies of nature is also very easily eroded by some other forces of nature. Wind and running water are the major agents which remove soil. In tropical countries where rainfall tends to be torrential in nature, erosion by running water is widespread. Erosion by wind is of particular importance in arid areas. Where the plant cover has been removed, and the dry soil is exposed to strong winds, the lighter particles of the soil may be picked up and carried away.

Or

(b) "Wanted a Post-Graduate candidate for the post of Assistant Teacher in English in Excel Junior College, Milan Nagar, Jorhat. Interested candidates with

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required qualification may apply to the Principal/Secretary along with the CV within 15 days of the publication of this advertisement."

Respond to the advertisement given above without mentioning the name of your college or your name anywhere in the application.

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