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2 SEM TDC CMEN (CBCS) WS II (A/C)

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(May/June)

ENGLISH

(For Non-Honours)

WRITING SKILLS—2

Paper : Com Eng-2

(**Communicative English**)

Full Marks : 80

Pass Marks : 32

Time : 3 hours

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

UNIT—I

1. Answer any *one* of the following : 10

(a) What type of skill should the interviewer possess to conduct an interview effectively?

~~(b)~~ What are the guidelines to be followed while appearing for an interview?

(2)

UNIT—II

2. Answer any *one* of the following : 10
- (a) What are the points that should be remembered while writing a feature article?
- (b) What are the purposes of a feature article? Discuss.

UNIT—III

3. Answer any *one* of the following : 10
- (a) What are the guidelines to be followed while designing a good questionnaire?
- (b) What are the tips that enable in making a good survey question? Discuss.

UNIT—IV

4. Answer any *one* of the following : 10
- (a) What are the causes of nervousness in speech? Discuss the ways to overcome nervousness in speech.
- (b) Write a speech on any *one* of the following :
- (i) Women Empowerment
- (ii) Child Labour
- (iii) Climate Change

(3)

UNIT—V

5. Answer any *one* of the following : 10
- (a) What are the components of a formal report? Discuss briefly.
- (b) Your college has recently celebrated its Golden Jubilee, organising a number of competitions. As the cultural secretary of your college, write a report on it.

UNIT—VI

6. Answer any *one* of the following : 10
- (a) State the differences between monologue and dialogue.
- (b) Write a dialogue between two friends about the rising prices of essential commodities.

UNIT—VII

7. Answer any *four* of the following : 5×4=20
- (a) Why is body language important in an interview?
- (b) What are the various types of reports?

Ⓒ What are the qualities of a good speech?

(d) How can speech be made more effective?

(e) How is a feature article different from a news report?
