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UG/1st Sem/ENG/AECC(MIL)/19

2019

B.A. 1st Semester Examination  
ENGLISH (AECC-ELECTIVE)

Paper - AECC (MIL)

Full Marks : 40

Time : 2 Hours

*The figures in the margin indicate full marks.  
Candidates are required to give their answers  
in their own words as far as practicable.*

1. Answer *any five* questions : 5×2=10
- (a) Define body language. Refer to some of the gestures we use to communicate.
  - (b) Point out the differences between animal communication and human communication.
  - (c) What are the disadvantages of written forms of communication?
  - (d) What are the major forms of electronic and online communication ?

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(c) Define miscommunication.

(d) What is inter-personal communication?

(e) Define close reading.

(f) What are the main features of business communication?

2. Answer *any four* questions :  $4 \times 5 = 20$

(a) What are the stages in the process of communication?

(b) Point out the differences between verbal and non-verbal communication.

(c) Write a note on reading strategies with particular reference to 'scanning' and 'skimming'.

(d) What are the advantages of note-taking/making?  
What are the main note-taking/-making?

(e) What are the skills required for a successful group discussion?

(f) Mention major theories of communication.

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3. Answer *any one* questions :  $1 \times 10 = 10$

(a) What are the barriers to effective communication?  
What are the strategies for effective communication?

(b) How are business letters different from personal ones? Illustrate with examples.