



'সমানো মন্ত্র: সমিতি: সমানী'

UNIVERSITY OF NORTH BENGAL
B.A. Programme 6th Semester Examination, 2022

SEC2-P2-ENGLISH

Time Allotted: 2 Hours

Full Marks: 60

The figures in the margin indicate full marks.

**The question paper contains GROUP-A and GROUP-B.
The candidates are required to answer any *one* from *two* Groups.
Candidates should clearly mention the Group on the Answer Booklet.**

GROUP-A

BUSINESS COMMUNICATION

Answer any *four* questions from the following

15×4 = 60

1. How important is non-verbal communication in everyday business relationships?
2. Do you think that technological support is required for a better business communication? Discuss.
3. Elucidate the basic business communication tools that are used by every business organization.
4. Why do you think that researches related to communication techniques are essential for business organizations?
5. As an employer of an NGO, write a report on the services done by your organisation during the Swachh Bharat Abhiyan.
6. As the owner of a private hospital, write a report on the recent developments in terms of enhanced services to be provided by your hospital.
7. As a manager of a shopping mall, draft an annual report for the year 2020-2021.
8. As the owner of a publishing house, draft an annual report for the year 2020-2021.

9. Discuss the purpose behind taking the minutes of a meeting. What should one include in a meeting minutes?
10. Draft the minutes of the meeting of the Board of Directors of XXZ Company where the following matters were discussed:
 - Proposal to open a new branch
 - Resignation of Mr. Singh from the Board of Directors
 - Policy changes to make the company more gender inclusive
 - Guidelines regarding fresh recruitment.

GROUP-B

TECHNICAL WRITING

Answer any *four* questions from the following

15×4 = 60

1. Discuss the distinctive features of speech.
2. How can one effectively make use of language for a successful communication?
3. Discuss the distinct features of writing.
4. How important is the selection of a topic and thesis statement for a research paper in order to produce a greater impact on the readers?
5. You have planned to write an article on “Differences do not imply discriminations”. Write an effective conclusion.
6. Write a report for an English newspaper on the impact of climate change in your region.
7. As a secretary of the literary club of your college, write a notice, asking the students to register for an online creative writing competition, mentioning the various genres, word limit and other relevant guidelines.
8. Write a letter to your friend expressing your views on the trauma of war.

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