

2018
Full Marks: 20
Time: As in the Programme
The figures in the right hand margin indicate marks.
(Internal Exam Question Bank)
Subject: English Communication (AECC-2)
B.Com (Pass/Hons) 2nd Semester

[10×2]

1. Write a covering letter and a CV to be sent to the personnel manager, The Taj Hotel, Hyderabad for the post of assistant manager.
2. Write a report on the annual day celebrations of your college.
3. Prepare a sample group discussion on “Rural life Vs Urban life”.
4. Write the conversation taking place between two friends who meet at the railway station, after five years of their graduation.
5. Why communication is termed as a two-way process. Explain the patterns of formal communication.
6. Distinguish between written communication and oral communication. Mention at least five ways to make your communication effective.
7. Write short notes on: Proxemics, Noise, Channel, Grapevine Communication, Memo
8. Do as directed:
 - i. The masons finished their work for the day. The masons went home. (change into compound sentence)
 - ii. I _____ speak Arabic fluently when I was a child and we lived in Morocco. But after we moved back to Canada, I had very little exposure to the language and forgot almost everything I knew as a child. Now, I _____ just say a few things in the language. (Choose the right modal verb)
 - iii. As an excuse for being late, she _____ a whole story. (phrasal verb)
 - iv. A few well-chosen words convey a great deal of meaning. (change into passive voice)
 - v. They go to movies. (often)
9. What is subject- verb agreement? Explain few rules with examples.
10. Prepare a speech on Environment Safety focussing on air pollution.
11. Discuss the essentials of facing a job interview.
12. Write a letter to the Editor of TOI about the increasing awareness of health and diet.
13. You are Ms. Radha/Mr. Rakesh, the librarian of your institute. Write an email to Atlantic Books Depot, Delhi requesting them to cancel your order for books on Geography and Economics. Provide reason for your cancellation as well.
14. Mention some of the basic differences between verbal and non verbal communication.
15. Mention at least five barriers that hinder effective communication.
