

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 ?

[Turn Over]

- (e) Define miscommunication.
- (f) What is inter-personal communication?
- (g) Define close reading.
- (h) What are the main features of business communication?

2. Answer *any four* questions : 4×5=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.

3. Answer *any one* questions : 1×10=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.
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