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

2024

(May)

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 is an interview? Briefly explain different types of interview.
- (b) What are the points that an interviewee should remember while appearing in an interview?

(2)

UNIT—II

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

- (a) What is news feature? Explain with reference to other kinds of news.
- (b) What are the characteristics of a feature article? Explain.

UNIT—III

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

- (a) What are the different parts of a questionnaire? Discuss.
- (b) What are the points that should be kept in mind while preparing a survey question? Discuss.

UNIT—IV

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

- (a) What is public speech? What are the characteristics of a good public speech?
- (b) Write a speech on any *one* of the following :
 - (i) Google can replace a teacher's role in modern times
 - (ii) Spirit of sportsmanship
 - (iii) Media controls how and what we think

UNIT—V

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

- (a) What is a report? Explain the steps involved in report writing.
- (b) Prepare a report on prize distribution ceremony of your college that was held at the end of the college week.

UNIT—VI

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

- (a) Write a dialogue between a customer who has been sold a defective watch and the salesman of the shop, showing how the salesman resolves the issue to the satisfaction of the customer.
- (b) You have visited an old age home for a charitable purpose. Write a dialogue that you had with one of its residents.

UNIT—VII

7. Answer any *four* of the following : $5 \times 4 = 20$

- (a) Write a short note on the dress code of an interview.
- (b) Write a paragraph on the structure of a report.

- (c) What are the different types of public speech?
- (d) What are the purposes of a feature article?
- (e) What are the different types of survey question?
