

U.G. 5th Semester Examination-2024

ENGLISH
[PROGRAMME]

Skill Enhancement Course (SEC)

Course Code : ENGP-SEC-T-3

Full Marks : 40

Time : 2 Hours

The figures in the right-hand margin indicate marks.

Candidates are required to give their answers in their own words as far as practicable.

1. Answer any five of the following questions:

2×5=10

- a) What is business communication?
- b) What is 'clarity' in communication?
- c) Why are e-sources important in research?
- d) Define a report.
- e) How does the annual report of a company inform the investors about its financial health?
- f) How are minutes of a meeting helpful to attendees and non-attendees?
- g) What is web content?
- h) Give the full form of SIDBI.

[Turn Over]

2. Answer any two of the following questions: $5 \times 2 = 10$

- a) What is an effective communication? What are its key features?
- b) Write a short note on documentation of sources in research.
- c) How is a project report drafted and reviewed?
- d) What are the do's and don'ts in composing an e-mail?

3. Answer any two of the following questions:

$10 \times 2 = 20$

- a) Discuss the various remedial measures for removing barriers to communication.
 - b) Comment on the major tools used in research work.
 - c) Write the minutes of the meeting of the cultural committee of your college for organizing the annual cultural programme of the students.
 - d) Discuss the major forms of digital and social media in business communication.
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