

U.G. 5th Semester Examination - 2022**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: $2 \times 5 = 10$

- a) What is visual communication?
- b) What is horizontal communication?
- c) What does the acknowledgement page of a project report contain?
- d) Give the full forms of MLA and APA citation styles.
- e) What is an annual report?
- f) How can e-resources help a researcher?

[Turn Over]

g) Mention two points included in the minutes of a meeting.

h) What do 'cc' and 'bcc' mean in an e-mail?

2. Answer any **two** of the following questions:

5×2=10

a) What does effective communication focus on?

b) Why is citation important? Discuss in brief the MLA style of citation.

c) What is an abstract of a project report?

d) Write a short note on the major barriers to communication.

3. Answer any **two** of the following questions:

10×2=20

a) Describe the 7 C's of communication.

b) Write a brief note on the major research tools.

c) What is an annual report? What does it contain?

d) Discuss the importance of email and how it should be written and sent.