

U.G. 6th Semester Examination - 2023

ENGLISH

[PROGRAMME]

Skill Enhancement Course (SEC)

Course Code : ENG-G-SEC-T-4

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.

Answer all the questions.

GROUP - A

1. Answer any **five** of the following questions: $2 \times 5 = 10$

- a) What is non-verbal language? Give an example.
- b) Point out two distinct features of writing.
- c) What is EDNA?
- d) What is grammatical cohesion?
- e) How is a scientific discussion structured?
- f) What is memorandum?
- g) Mention two preferred and suitable modes of formal communication.
- h) What is an executive summary?

[Turn Over]

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

- a) Write a short note on reports.
- b) What are the salient features of descriptive writing?
- c) Discuss in brief the importance of handbooks and manuals.
- d) What do you mean by expository or argumentative writing?

GROUP - B

3. Answer any **two** of the following questions: $10 \times 2 = 20$

- a) Discuss the basic differences between writing and speech.
- b) Discuss in detail the four classic modes of discourse.
- c) Write a notice and illustrate how it covers the essential features of a notice.
- d) How can common errors in English be detected and corrected? Discuss.