

U.G. 2nd Semester Examination - 2026**ENGLISH****[Skill Enhancement Course (SEC)]****Course Code : ENG-SEC-T-201****[NEP-2020]**

Full Marks : 35

Time : 1½ 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.*

GROUP-A

1. Answer any **five** of the following questions: 1×5=5
- a) Mention any two sections that are included in a project report.
 - b) What is meant by minutes of a meeting?
 - c) What is the most conventional and effective mode of e-correspondence?
 - d) What is the purpose of writing reports on fieldwork?
 - e) What is business negotiation?
 - f) What does 'bcc' mean in an email?
 - g) Name two popular email service providers.
 - h) What is the full form of SIDBI?

[Turn over]

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

$$5 \times 2 = 10$$

- a) How do you write an acknowledgement in a project report? Give an example.
- b) Why should you read the entire annual report before writing the summary?
- c) What is blogging? Write a short blog on how to do well in an interview.
- d) What are the most important items that are included in the minutes of a meeting?

GROUP-B

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

$$10 \times 2 = 20$$

- a) What are the steps one can follow when writing a summary of the annual report?
- b) You have attended a field trip to the Indian Museum. Write a report.
- c) Discuss at least four major digital and social media used for business communications.
- d) Discuss the procedure of writing and sending a business email.