

Semester 2 – English Communication-II (AEC0200404) – 2025 Question Paper with Answers combined, arranged section-wise for easy reference.

ABILITY ENHANCEMENT COURSE

Paper Code: AEC0200404

(English Communication-II)

Full Marks: 60

Time: 2½ hours

The figures in the margin indicate full marks for the questions

Answer all questions

1. Answer the following as directed: (1×8 = 8)

a) A ____ sends a message to a receiver.

Answer: A sender sends a message to a receiver.

b) What does 'encoding' mean in communication?

Answer: Encoding means converting thoughts into communicable messages using language, symbols, or gestures.

c) Gesture is kind of non-verbal a communication. (Write True or False)

Answer: True

d) What is upward communication?

Answer: Upward communication is the flow of information from subordinates to superiors in an organization.

e) Effective communication involves listening skill. (Write True or False)

Answer: True

f) What is Science Fiction?

Answer: Science Fiction is a genre of fiction that deals with imaginative and futuristic concepts such as advanced science, space exploration, and technology.

g) Why is listening important communication?

Answer: Listening is important in communication because it ensures understanding, builds trust, and avoids misunderstandings.

h) Write the full form of PPT.

Answer: PowerPoint Presentation

2. Answer any six of the following: (2×6 = 12)

a) What is feedback in communication? Give an example.

Answer: Feedback is the response given by the receiver to the sender.

Example: Smiling, nodding, or asking a question during a conversation.

b) State two differences between formal and informal communication.

Answer:

Formal communication follows organizational structure (e.g., official emails).

Informal communication is casual and unstructured (e.g., chatting with friends).

c) What is the importance of pronunciation in communication?

Answer: Good pronunciation ensures clarity and understanding; incorrect pronunciation can lead to confusion and misinterpretation.

d) What is empathy? What role does it play in communication?

Answer: Empathy is the ability to understand and share the feelings of others. It helps in effective communication by promoting trust and emotional connection.

e) State two differences between a Memo and a Circular.

Answer:

A memo is used for internal communication;

A circular is for wider distribution, often including external parties.

f) How did the bus conductor react when the author informs him about forgetting his wallet? What effect did it have on the author?

Answer: The bus conductor was kind and let the author travel without fare. This act of kindness restored the author's faith in human goodness.

g) What are the 'little courtesies' through which we can create a civil society?

Answer: Saying "please," "thank you," being polite, respecting others, and showing empathy help in building a civil society.

h) Write shortly on the importance of vocabulary.

Answer: A strong vocabulary enhances the ability to express thoughts clearly, improves writing and speaking, and boosts confidence.

i) Mention two points that one should take care of in a group discussion.

Answer:

1. Listen actively
2. Speak clearly and respect other opinions

j) Choose the correct words: ____ and ____ are key aspects of a successful oral presentation.

Answer: Fluency and Speed

3. Answer any four of the following: (5×4 = 20)

a) Write briefly on four important components of communication.

Answer:

1. Sender – The person initiating the message
2. Message – The content or idea being communicated
3. Medium – The channel used (e.g., verbal, written, visual)
4. Receiver – The person who receives and interprets the message

b) Discuss briefly the significance of feedback in communication.

Answer: Feedback ensures that the message has been understood as intended. It can be positive, negative, or neutral and helps improve the communication process.

c) Why does one need to be culturally sensitive in communication?

Answer: Cultural sensitivity prevents misunderstandings, promotes respect, and allows better interaction in a multicultural environment.

d) Imagine that you are facing a personal interview for your admission in a professional course of copy editor. Write five questions of your interviewer and your responses.

Answer:

1. Why do you want to be a copy editor? – I enjoy working with language and ensuring clarity and correctness.
2. What are your strengths? – I am detail-oriented and have excellent grammar skills.
3. Do you have editing experience? – Yes, I edited my college newsletter.
4. Can you handle deadlines? – Yes, I manage my time effectively to meet deadlines.
5. Do you prefer working in a team or alone? – I am flexible and can do both.

e) Write a short note on how science fiction can impact the reader's creative and critical thinking.

Answer: Science fiction inspires imagination and presents futuristic scenarios that push readers to think critically about technology, ethics, and human behavior.

f) What is close reading? Write a short note on the importance of close reading.

Answer: Close reading is a detailed analysis of a text focusing on language, structure, and meaning. It helps improve comprehension, interpretation, and critical thinking.

g) Write a paragraph of at least ten sentences on 'Global Climate Change'.

Answer:

Global climate change refers to long-term changes in temperature and weather patterns. It is mainly caused by human activities like burning fossil fuels and deforestation. These activities increase greenhouse gases in the atmosphere. As a result, global temperatures rise. This causes glaciers to melt and sea levels to rise. Natural disasters like floods and hurricanes become more frequent. Wildlife habitats are destroyed, leading to extinction. Farmers face irregular rainfall and poor crop yields. Climate change affects health and economy worldwide. We must act now by reducing emissions and using renewable energy.

h) Write a short note on 'Agendas and Minutes'.

Answer:

An agenda is a list of items to be discussed in a meeting, helping organize the discussion. Minutes are the official record of what was discussed and decided, useful for future reference.

4. Answer any two of the following: (10×2 = 20)

a) What is communication? Write a comprehensive note on various types of communication.

Answer:

Communication is the process of exchanging ideas, thoughts, and information. It involves a sender, message, medium, and receiver.

Types of Communication:

1. Verbal: Spoken or written words
2. Non-verbal: Gestures, facial expressions, body language
3. Formal: Structured and official (e.g., reports, memos)
4. Informal: Casual and spontaneous (e.g., friendly talks)
5. Upward: From employee to manager
6. Downward: From manager to employee
7. Lateral: Among colleagues at the same level
8. Diagonal: Across departments and levels

b) What are the different barriers of communication? Why do you think we need to be aware of them?

Answer:

Barriers to communication include:

1. Language barrier – Different languages or vocabulary
2. Cultural differences – Misunderstandings due to diverse customs

3. Emotional interference – Stress or anger affects clarity

4. Physical barriers – Noise, distance

5. Technological issues – Poor internet, technical faults

Awareness helps overcome these through better planning, empathy, and clear expression.

c) Write a report on a free health checkup and blood donation camp organized by the NCC unit of your college.

Answer:

Report: Free Health Checkup and Blood Donation Camp

By Rajib, Staff Reporter

The NCC unit of Jawaharlal Nehru College, Boko, organized a free health checkup and blood donation camp on May 15, 2025. The camp was held in the college auditorium. Doctors from the local hospital volunteered their services. Around 60 students and staff donated blood. Free checkups for blood pressure, sugar, and general health were conducted. The Principal inaugurated the event and praised the initiative. The NCC cadets coordinated the program efficiently. Refreshments were provided. The event raised awareness about personal health and social responsibility. It concluded with a vote of thanks.

d) Based on your close reading of the text, analyze the key issue discussed in A. G. Gardiner's "On Saying Please".

Answer:

Gardiner emphasizes the value of courtesy in daily life. Through the story of the polite liftman and the rude passenger, he shows that kindness and good manners have no legal force but are essential for a respectful society. The key message is that little words like "please" and "thank you" create a civil environment. The essay encourages readers to respond to rudeness with dignity rather than aggression. Gardiner appeals to the moral conscience of individuals for a better world.

e) Write the key aspects of either public speaking or PPT.

Answer (PPT):

1. Clarity – Keep slides simple and readable

2. Content – Use key points, not long paragraphs

3. Design – Consistent fonts, colors, and layout

4. Images/Graphs – Use visuals to explain ideas
5. Delivery – Speak clearly and maintain eye contact
6. Interaction – Engage with the audience
7. Time Management – Don't exceed the time limit