

**BACHELOR'S DEGREE PROGRAMME**

**Term-End Examination**

**December, 2013**

**ELECTIVE COURSE : ENGLISH**

**BEGE-103 : COMMUNICATION SKILLS IN  
ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

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**Note :** Answer *any five* of the following questions. Each question carries **20** marks.

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1. Emotional Intelligence and Softskills have emerged as essential tools in personal as well as organizational growth. Discuss and elaborate. **20**
2. What are effective communication skills in Public Speaking ? Discuss with special reference to style and substance in Public speaking. **20**
3. You are Ranjana Kumari, a graduate applying for the post of an executive in a reputed company. Write a resume for this purpose keeping in mind the following : **20**
  - Name and contact information.
  - Career objective.
  - Academic qualifications.
  - Professional qualifications.
  - Other details as you consider fit.Invent all necessary details.

4. You have come across an information that the management is raising a new block at the cost of two grown up trees in the compound. Write an appeal addressing the authorities to avoid cutting trees and re-design the building in such a way that these add to the aesthetics of the construction. 20
  
  5. IT revolution has opened multiple channels of communication. Discuss and elaborate the role of newly acquired tools like web, blog, email, etc. in corporate communication. 20
  
  6. How mixing of media results in an effective two - way communication ? Elaborate. 20
  
  7. What is a rhetoric ? Give some examples of effective rhetorical devices. 20
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**BACHELOR'S DEGREE PROGRAMME****Term-End Examination****December, 2013****ELECTIVE COURSE : ENGLISH****EEG-03 : COMMUNICATION SKILLS IN ENGLISH***Time : 3 hours**Maximum Marks : 100*

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*Note : Answer any five of the following questions.*

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1. Write a letter to a friend acknowledging receipt of his/her invitation for his/her wedding. Also, seek further information and provide details of your arrival at the wedding. **20**
2. Write a piece of conversation between two friends in around 15 turns on Sr. Anna Hazare and the Civil Society movement led by him. **20**
3. What is a report ? Show your awareness of the various types of reports. **20**
4. Imagine that you have been invited to inaugurate a seminar on distance education. Write your speech in about 250 words on its relevance for the society stating its merits and shortcomings. **20**

5. Comment on the qualities of a good diary. Supply suitable examples from Samuel Pepys and Anne Frank in support of your points. 20
  
  6. Show your familiarity with an 'article', a 'feature', a 'column', a 'review' and a 'middle' in the print medium. 20
  
  7. What are 'informational' and 'interpretative' interviews? Illustrate your answer with suitable examples. 20
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**BACHELOR'S DEGREE PROGRAMME / BHM**

**Term-End Examination**

13008

**June, 2014**

**ELECTIVE COURSE : ENGLISH**

**BEGE-103 : COMMUNICATION SKILLS IN ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

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**Note :** Answer in your own words any **five** of the following questions.

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1. What is 'Non Literal' use of language ? List the various 'Rhetorical devices' used in such type of communication ? 5+15=20
2. What do you understand by Standard English ? Discuss some of the differential features of British and American English. 20
3. What are soft skills ? Enlist and discuss some of the components of soft skills. 20
4. Write short notes on any **four** of the following : 5×4=20
  - (a) Skimming
  - (b) Scanning
  - (c) Characteristics of news/feature writing
  - (d) Plagiarism
  - (e) Clichés and Retronyms
  - (f) Corporate communication

5. Advise your younger brother or sister on the art and style of public speech. 20
  
6. Your friend is going to appear in an interview. What suggestions do you have in terms of pre-interview preparations and etiquette during and after interview ? 20
  
7. You ordered a lap-top using your credit card on the net. While placing the order, you were informed that it will be delivered within seven days of the payment. It has been more than two weeks and you have not received any consignment. Write a letter to the Sales Manager seeking explanation and demand 10% of refund as compensation on the total amount. 20

**BACHELOR'S DEGREE PROGRAMME / BHM****Term-End Examination****June, 2014****ELECTIVE COURSE : ENGLISH****EEG-03 : COMMUNICATION SKILLS IN ENGLISH***Time : 3 hours**Maximum Marks : 100*

**Note :** *Answer in your own words any five of the following questions.*

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1. How are formal and informal letters different in style ? Throw light on the function of 'questions', 'imperatives', 'contractions' and 'ellipsis' in informal letters. 20
  
2. Write a conversation between two friends on the subject of superstition. Pepper your conversation with humorous remarks. 20
  
3. (a) As the chief of your car agency, write a memo for your employees advising them to be polite and helpful to the customers. 8
  
- (b) Your friend has just been selected for the job of an IAS officer. Write a letter to him on his success. 12

4. Write three speeches, one in favour, another against the motion : 'Today what we need the most is a clean and conscientious government.' The third speech should be for the judge.  
(about 150+150+75 words) 20
  
  5. Write an article on a historic city or monument or a place of natural beauty for the Sunday Supplement of an English daily. 20
  
  6. Imagine that you have been asked to talk with a group of children in the age group of 9 – 13 years. Write briefly an outline of such a chat/talk. The choice of topic(s) is yours.  
(250 words) 20
  
  7. How are documentaries and features different ?  
Support your points with suitable examples. 20
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**BACHELOR'S DEGREE PROGRAMME / BHM**

**Term-End Examination**

**10475      December, 2014**

**ELECTIVE COURSE : ENGLISH**

**BEGE-103 : COMMUNICATION SKILLS IN ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

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*Note : Answer in your own words, any **five** of the following questions.*

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1. What are 'Syllogism', 'Presupposition' and 'Dilemma' ? Explain them using suitable examples. 20
2. Explain the steps required to write a good summary. Supply suitable examples to illustrate your point. 20
3. Television has often been called both 'a liberal educator' and 'an electronic babysitter'. Comment. 20
4. 'Simplifying starts with choosing the right words.' How is writing for the web different from writing for the print media ? 20
5. Discuss the evolution of English as an international language. 20

6. Imagine that you have received an inflated telephone bill from B.S.N.L. How will you strike a conversation with the customer care executive ? Write a conversation on the issue. 20
7. Write short notes on any *two* of the following : 10+10
- (a) Inverted Pyramid style
  - (b) Organisation of Print media
  - (c) Web-content writing
  - (d) Multimedia
  - (e) Formal Reports
  - (f) Simile and Metaphor
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**BACHELOR'S DEGREE PROGRAMME / BHM****Term-End Examination****December, 2014****ELECTIVE COURSE : ENGLISH****EEG-03 : COMMUNICATION SKILLS IN ENGLISH***Time : 3 hours**Maximum Marks : 100*

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*Note : Answer in your own words, any **five** of the following questions.*

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1. Show your acquaintance with various types of informal letters and tell how they are different from formal letters. Give few examples in support of your points. 20
2. You have been called for an interview for the position of secretary at an office (of your choice). In about 15 – 20 turns, present the interview. 20
3. Write a report as the chair of a committee comprising a police officer, a health officer and a lawyer on allowing or refusing construction of a Cinema hall/Mall at a certain place in your town. 20
4. In about 250 words write a note on the utility of and need for distance education in our society with reference to its various aspects. 20

5. Write pieces of advertisements on any *two* of the following (a or b and c or d) : 10+10

(a) Renting out a house

**OR**

(b) Sale of crockery or shoes

(c) A poster inviting students for a School Fest

**OR**

(d) A poster inviting students to a trip to Nainital or Chennai

6. (a) Explain the significance of (a) drama, and  
(b) character or *paatr* in a Radio-play. 10

(b) Write a 3-minute skit on either 'Road Safety' or 'Women's Safety' for the radio. 10

7. What are the differences between prepared and unprepared programmes for the television ? Cite examples of real programmes that you may have seen recently. How would your preparation differ for the two types of programmes ? 20

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**BACHELOR'S DEGREE PROGRAMME / BHM**

**Term-End Examination**

**00941**

**December, 2015**

**ELECTIVE COURSE : ENGLISH**

**BEGE-103 : COMMUNICATION SKILLS IN ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

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**Note :** Answer any **five** of the following questions. All questions carry equal marks.

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1. What are Soft Skills ? What is their importance in getting ahead in careers ? 20
2. What is an Interview and what are its purposes ? How best would you prepare for a job interview ? 20
3. ABC Company Ltd., Mumbai, has advertised the vacancy of an Assistant Manager in *The Hindu*. Write a job application letter addressed to the Human Resource Manager and enclose your resumé. 20

4. What is the difference between Paraphrase, Précis and Summary ? What are the benefits of summary ? Describe the ways of summarizing text and speech. 20
  5. Why has radio kept its importance even after the arrival of television ? What types of programmes are broadcast on radio and what qualities should they have ? 20
  6. What is Corporate Communication ? What activities come under it ? What points need to be kept in mind while writing for a corporate body ? 20
  7. How do advertisements use language and logic to influence the people in their choices of what to buy ? 20
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**BACHELOR'S DEGREE PROGRAMME**

**Term-End Examination**

**June, 2016**

**ELECTIVE COURSE : ENGLISH**

**BEGE-103 : COMMUNICATION SKILLS IN  
ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

*Note : Answer any 5 of the following questions.*

1. What are 'hard' and 'soft' skills ? Why do employers insist on soft skills ? Discuss with the help of illustrative examples. 20
2. What are the important do's and don'ts in introductions ? Give five examples of a good introduction. 20
3. Imagine yourself in a senior/middle level position in a firm (of your choice) where an employee is not performing well. 5+15
  - (a) What would you do about it ?
  - (b) In about 15 turns record your conversation with him/her.
4.
  - (a) Suggest a few good strategies for drafting a letter of complaint. 8
  - (b) Write a letter to the Income Tax commissioner for the refund of excess tax, deducted by your employer, at source. 12

5. (a) Give a list of rhetorical devices used frequently by politicians and explain those with the help of appropriate examples. 10
- (b) What is (i) Antonomasia or (ii) Hyperbole. Give examples. 10
6. What are your views on Gyan Vani, the audio/ video and /or Gyan Darshan programmes of IGNOU ? Suggest ways to improve them. 20
7. What are the various elements of the Web and how are they useful ? 20
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**BACHELOR'S DEGREE PROGRAMME/BHM****Term-End Examination****June, 2016****ELECTIVE COURSE : ENGLISH****EEG-03 : COMMUNICATION SKILLS IN ENGLISH****Time : 3 hours****Maximum Marks : 100**

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- Note :** (i) *Answer in your own words any five of the following questions.*
- (ii) *All questions carry equal marks.*
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1. Write a letter to a friend acknowledging receipt of his/her invitation for his/her wedding. Seek information and provide details of your arrival at the wedding. **20**
2. Write a piece of conversation between two friends on the 'current political scenario' and 'rising cost of living'. **20**
3. Imagine that you are the Vice-Principal of a college. As the convenor of the committee for annual sports, write the minutes of a meeting of the sports committee regarding the preparations. **20**
4. As the chief guest at the valedictory session of a seminar on 'Distance Education' at your study centre, write a short speech (about 250 words) on its relevance today. **20**

5. Why does one write a diary ? Give examples in support of your answer. 20
  6. What points would you keep in mind while writing an article for a journal ? 20
  7. Write a short television play on 'Eklavya and Drona' Remember to provide the 'visual column' with stage directions. 20
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10614

**BACHELOR'S DEGREE PROGRAMME / BHM**

**Term-End Examination**

**December, 2016**

**ELECTIVE COURSE : ENGLISH**

**BEGE-103 : COMMUNICATION SKILLS IN ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

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*Note : Answer any five of the following questions. All questions carry equal marks.*

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1. What is meant by 'emotional intelligence' ? Why is it becoming more and more important every day ? Support your answer with suitable examples. 20
  
2. Write a note on the art of making enquiries and asking questions. Support your answer with some good examples. 20
  
3. Tell us about your dream job. Then imagine yourself before the selection committee of one such organisation and write an excerpt from such an interview in about 15 turns. 5+15=20

4. Write a letter to Prof. Mridula Pandit, your supervisor at the Department of Chemistry at Patna University requesting her to write in support of your application for the position of a chemist at a pharmaceutical company. Tell her about your work in the two years since you got your doctorate under her supervision. 20
5. Comment on the clever use of language and other signs in advertisements. 20
6. Why is the 'pan' often called the movement of discovery by television experts? Give examples. 20
7. Write short notes on any *four* of the following: 4×5=20
- (a) WWW
  - (b) Hyperlinks
  - (c) Hypertext
  - (d) Website
  - (e) Home or Landing Page
  - (f) Portal
  - (g) URL
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**BACHELOR'S DEGREE PROGRAMME / BHM****Term-End Examination****December, 2016****ELECTIVE COURSE : ENGLISH****EEG-03 : COMMUNICATION SKILLS IN ENGLISH***Time : 3 hours**Maximum Marks : 100*

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**Note :** Answer in your own words any **five** of the following questions. All questions carry equal marks.

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1. What is 'communication' ? Supply suitable examples in support of your answer. 20
  
2. Write a piece of conversation between a teacher and a student on the relative merits of reading 'science', the 'arts' or 'commerce' at the undergraduate level. 20
  
3. Show your acquaintance with various types of reports. What are the characteristics of a good business report ? 10+10=20
  
4. Prepare a draft of a talk you are to give on the radio on the relevance or otherwise of reservation in employment for the weaker sections of our society such as the Scheduled castes and tribes. 20

5. What are the qualities of a good travelogue ? You may cite instances from those of W.H. Auden, Louis MacNeice and Graham Greene prescribed for you. 20
  6. List the various types of advertisements and briefly explain each of them. 20
  7. What is 'drama' ? Why are characters so called ? Why are 'ideas' important in drama ? 20
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**BACHELOR'S DEGREE PROGRAMME / BHM**

**Term-End Examination**

**20295**

**June, 2017**

**ELECTIVE COURSE : ENGLISH**

**BEGE-103 : COMMUNICATION SKILLS IN ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

**Note :** Answer any *five* of the following questions. Each question carries 20 marks.

1. How are verbal and non-verbal communication different ? Give examples of both and also show how both are sometimes used simultaneously. 20
2. Define Group Discussion. Explain its significance and purpose in communication. 20
3. You had invited Professor Neera Arora to speak on "Gender Sensitization Programme" on 8<sup>th</sup> March, 2015 for Women's Day Celebration. Write a letter as Cultural Secretary of your college, thanking her for speaking about the laws for Women and Acts on gender discrimination. 20

4. "Television is primarily a temporal medium; Print is a spatial medium." Elaborate. 20
5. What is multimedia ? What are its uses ? 20
6. What are the different types of reports ? Discuss various aspects of language used in writing formal reports. 20
7. You are Mohan/Mona Biswas residing in Kolkata. You have recently passed out from NIT, Durgapur with a degree in Computer Science. Write an application for the post of Programmer to the Human Resources Director of Global Solution. 20



**BACHELOR'S DEGREE PROGRAMME / BHM****Term-End Examination****June, 2017****ELECTIVE COURSE : ENGLISH****EEG-03 : COMMUNICATION SKILLS IN ENGLISH***Time : 3 hours**Maximum Marks : 100*

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**Note :** Answer any **five** of the following questions in your own words. Each question carries 20 marks.

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1. Write a letter to a travel agent enquiring about a holiday destination of your choice. 20

**OR**

Write a letter to your younger brother or sister advising him/her to organise his/her study for a specific competitive examination he/she is going to take in the near future.

2. Write a resumé of an interview for a post in either a government office or a school for the post of a teacher. 20

3. (a) Write a note on the format of a formal report. 8
- (b) Write a report as a journalist for your newspaper on an election meeting in your area. 12
4. What are the qualities of a good debater? Explain with suitable examples. 20
5. How do tables, charts and graphs help us in writing papers for seminars on social, educational or economic issues? 20
6. Show your acquaintance with various types of advertising. Support your points with examples. 20
7. Critically comment on two programmes you watch on television and suggest ways and means of improving them. 20
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**BACHELOR'S DEGREE PROGRAMME / BHM**

**Term-End Examination**

**06865**

**December, 2017**

**ELECTIVE COURSE : ENGLISH**

**BEGE-103 : COMMUNICATION SKILLS IN ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

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**Note :** Answer any *five* of the following questions. Each question carries 20 marks.

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1. Compare and contrast the significance of verbal and non-verbal communication. How are they complementary? 20
  
2. What preparations are required for appearing for an interview ? Enumerate various types of questions asked in an interview. Give examples. 20
  
3. Write a letter to the Manager of Woodcraft Ltd., Hyderabad, complaining about the damage in some furniture you had purchased a week ago. Invent other details as required. 20

4. Discuss some important characteristics of American English. How are those different from British English ? 20
  5. Discuss the important features of content writing for the Web. 20
  6. Write an essay on the non-literal use of language. Explain with examples, any five rhetorical devices which play an important role in making language effective. 20
  7. "Television is sometimes called a medium of 'the talking head'." Examine the validity of the statement with reference to shot sizes, camera movements and transitions. 20
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**BACHELOR'S DEGREE PROGRAMME / BHM**  
**Term-End Examination**

**December, 2017**

**ELECTIVE COURSE : ENGLISH**  
**EEG-03 : COMMUNICATION SKILLS IN ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

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**Note :** *Answer any five of the following questions in your own words. Each question carries 20 marks.*

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1. Write a letter to the editor of a newspaper commenting on the reports about demands for reservation in government services. 20

**OR**

Write a letter to a friend inviting him/her to attend your wedding.

2. Write a conversation in about 20 turns between yourself and your friend, either about a social event or about the problems faced by farm labourers. 20

3. A foreign tourist agency has asked for information on the 'Buddhist Trail' in India. Prepare a report in about 300 words. 20
  4. How would you unfold the personality of an eminent writer, sportsperson or film star through an interview ? Give examples in support of your points. 20
  5. Comment on the art of the diarist by alluding to the pieces prescribed in your course. 20
  6. Show your acquaintance with various types of writings for the newspaper other than news and current affairs. 20
  7. With reference to two different types of radio programmes, how will you ensure that your message does not get lost ? 20
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**BACHELOR'S DEGREE PROGRAMME / BHM**

**Term-End Examination**

**June, 2018**

14266

**ELECTIVE COURSE : ENGLISH**

**BEGE-103 : COMMUNICATION SKILLS IN ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

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**Note :** Answer any *five* of the following questions. All questions carry equal marks.

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1. Write an essay on any *one* of the following topics : 20
  - (a) English as a World Language
  - (b) Global English and Indian English
  
2. What do you understand about conversation conventions ? Provide suitable examples to illustrate your points. 20
  
3. Two business colleagues go for dinner on a Friday after work. Imagine a dinner talk in ten turns and produce it in your answer script. 20

4. As the head of the HRD of a company, what general, professional and personal questions would you ask a fresh candidate seeking employment with your firm ? 20
  5. What is plagiarism ? Why is it wrong to plagiarise and how would you avoid it ? 20
  6. Explain the terms 'bust shot', 'extreme close-up', 'long shot', 'very long shot' and 'mid shot'. Why are these important in producing a television programme ? 20
  7. What is rhetoric ? Name five rhetorical devices and explain them with the help of suitable examples. 20
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**BACHELOR'S DEGREE PROGRAMME / BHM**

**Term-End Examination**

**08671**

**December, 2018**

**ELECTIVE COURSE : ENGLISH**

**BEGE-103 : COMMUNICATION SKILLS IN ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

**Note :** Answer any *five* of the following questions. All questions carry equal marks.

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1. (a) Write a short note on proxemics. 8  
(b) Explain the importance of body language in communication. 12
  
2. How would you make enquiries about 'procedures'? Write your answer in the form of a conversation. Use wh-questions but also statements that function as questions. 20
  
3. Provide five suitable examples for each of the expressions often used in 10+10
  - (a) expressing agreement, and
  - (b) expressing disagreement.

Use them in sentences of your own.

4. Your brother/sister has to go for group discussion at a corporate house for employment. What would be your advice to him/her ? 20
  
  5. Write a letter of enquiry to a firm that provides security personnel/watchmen, for your office and then write a letter in response to your enquiry. 10+10
  
  6. Describe the process of building a site map for the world wide web. 20
  
  7. What is 'Epideictic Rhetoric' or 'Eulogy' ? Provide a few examples of the genre from your lessons. 20
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**BACHELOR'S DEGREE PROGRAMME / BHM**

**Term-End Examination**

26595

**June, 2019**

**ELECTIVE COURSE : ENGLISH**

**BEGE-103 : COMMUNICATION SKILLS IN ENGLISH**

*Time : 3 hours*

*Maximum Marks : 100*

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*Note : Answer any five of the following questions. All questions carry equal marks.*

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1. What are prescriptive and permissive attitudes to language ? Discuss your attitude towards the use of English. 20
  
2. How are personal enquiries made in English ? Give examples of some of them and say which one you would prefer and your reasons for it. 20
  
3. Write a letter to your younger sibling telling him/her about the points he/she should pay attention to in public speaking. 20
  
4. Write a follow-up letter to the Principal of a college in your town that had advertised the post of a programmer for which you were an applicant. 20

5. Discuss in detail the range and scope of print media. Also elaborate upon the general characteristics of newspaper writing. 20
6. Show your acquaintance with various types of corporate communications. 20
7. Write short notes on any *four* of the following : 20
- (a) Irony
  - (b) Metonymy
  - (c) Simile and Metaphor
  - (d) Personification
  - (e) Paradox
  - (f) Hyperbole
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No. of Printed Pages : 3

**BEGE-103**

**BACHELOR'S DEGREE PROGRAMME**

**(BDP)**

**Term-End Examination**

**June, 2020**

**BEGE-103 : COMMUNICATION SKILLS IN  
ENGLISH**

*Time : 3 Hours*

*Maximum Marks : 100*

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*Note : (i) Answer any five questions.*

*(ii) All questions carry equal marks.*

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1. What are soft skills ? Describe some components of soft skills and show how they are important for us.

5 + 15

**P. T. O.**

2. Your younger brother has been asked to come for group discussion by an organization. Advise him on conducting himself during the group discussion. Give example to illustrate your answer. 20
3. (a) Write a cover letter for employment at a news agency or trading firm. 10
- (b) Prepare a detailed C. V. for either of the jobs. 10
4. What do we mean when we call television a liberal educator ? Do you agree with this point of view ? Give reasons for your answer. 20
5. How is creative writing different from corporate writing ? Show your acquaintance with some types of the latter. 5 + 15

6. How do advertisements use language and logic to influence people in their choices of things to buy ? Give examples. 20

7. Briefly explain any *four* of the following :

4 × 5 = 20

- (a) Metaphor
- (b) Meiosis
- (c) Antonomasia
- (d) Irony
- (e) Euphemism
- (f) Pun
- (g) Rhetorical questions