

(4)

(d) Critically examine the barriers of communication.

(e) How has technology affected human communication system? Prepare a note citing appropriate examples.

(f) What are the advantages of oral communication?

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(g) What is communication? Discuss the importance of communication.

(h) What is a role of the different types of communication?

(i) Discuss the role of printing and publishing in effective communication.

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1 (Sem-2) AEC

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2024

ABILITY ENHANCEMENT COURSE

Paper Code : AEC0200102

(English Communication)

Full Marks : 30

Time : 1½ hours

The figures in the margin indicate full marks for the questions

1. Answer the following as directed : $1 \times 5 = 5$

(a) The sender sends the message to the receiver through _____. (Fill in the blank)

(b) What does 'decoding' mean in communication? (Write True or False)

(c) Writing a letter is a kind of non-verbal communication. (Choose the correct option)

(d) Letter to the editor of a newspaper is a/an formal/informal communication.

(e) What is 'feedback' in communication?

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(Turn Over)

(2)

2. Answer any five of the following as directed : $2 \times 5 = 10$

(a) Mention two instances of non-verbal communication.

(b) Name two modern forms of communication.

(c) In what kind of situations are the formal and informal communications used? (Fill in the blanks)

(d) To be an effective speaker, ____ of voice and ____ of pronunciation are essential.

(e) Do you think listening is important for an effective communication? Why? (Fill in the blanks)

(f) ____ is sent to specific group of people whereas ____ may be meant for general public.

(i) Notice, memo

(ii) Circular, memo

(iii) Circular, notice

(Choose the correct option)

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(Continued.)

(3)

10(g) Oral communication ensures _____ and _____.

(i) fluency, speed
(ii) adequate attention, immediate response

(iii) speed, attention
(Choose the correct option)

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

(i) Mention two ways of expressing respect in communication.

(j) What role does empathy play in effective communication?

3. Answer any three from the following questions : $5 \times 3 = 15$

(a) What is communication? Discuss its importance in our day-to-day life.

(b) Write a note on the different types of formal and informal communications.

(c) Discuss the role of thinking and planning in effective communication.

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(Turn Over.)