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B.A/4th Sem (H)/ENGH/23(CBCS)

2023

**4th Semester Examination**

**ENGLISH (Honours)**

**Paper : SEC 2-T**

**[CBCS]**

Full Marks : 40

Time : Two Hours

*The figures in the margin indicate full marks.  
Candidates are required to give their answers  
in their own words as far as practicable.*

**(Creative Writing)**

**Group - A**

Answer any *five* questions :  $2 \times 5 = 10$

1. What is creative writing?
2. What do you understand by the word 'genre'?
3. Mention the four functions of language in poetry.
4. Name any four types of novel.
5. Define a short story.
6. Mention two non-verbal elements in a play.
7. What is Public Service Advertising?
8. What is proof-reading?

P.T.O.



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**Group - B**

Answer any *four* questions :  $5 \times 4 = 20$

9. Comment on the major parameters of measuring creativity.
10. Write briefly on the usage of informal language in creative writing.
11. Explain, with examples, one dominant mode of poetry.
12. Describe the features of one act play.
13. Write short note on television scripting.
14. Assess the importance of 'editing' in publication.

**Group - C**

Answer any *one* question :  $10 \times 1 = 10$

15. Write a brief essay on creative writing as a combination of experience, observation and imagination expressed in an innovative form.
  16. Assess the importance of 'plot' in drama.
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**OR**

**(Business Communication)**

**Group - A**

Answer any *five* questions :  $2 \times 5 = 10$

1. Differentiate between internal communication and external communication.
2. What is upward communication?
3. What is a project report?
4. What is a field report?
5. What are the three most important ingredients of a sales letter?
6. What is the purpose of writing a notice?
7. What are the forms of e-correspondence?
8. What is POPTA?

**Group - B**

Answer any *four* questions :  $5 \times 4 = 20$

9. Explain the process of business communication.
10. How do you summarize annual report?
11. Mention five negotiation strategies.
12. Explain the 7 Cs of communication.

**P.T.O.**



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13. How do nonverbal signals affect verbal discourse?
14. What are the essential qualities of a good speaker?

### Group - C

Answer any *one* question :  $10 \times 1 = 10$

15. What is effective communication? What are the barriers of effective communication?
  16. What do you mean by presentation? Explain various parts of presentation in detail.
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OR

**(Technical Writing)**

**Group - A**

Answer any *five* questions :  $2 \times 5 = 10$

1. Mention two distinct features of written communication.
2. What is an introductory paragraph?
3. Define scientific subject.
4. What is cohesion?
5. Define minutes of a meeting.
6. Mention any two functions of memorandum.
7. What is a feasibility report?
8. Mention two major common errors to be avoided in technical writing.

**Group - B**

Answer any *four* questions :  $5 \times 4 = 20$

9. Explain the differences between speech and writing.
10. What are the fundamentals for preparing a thesis statement?
11. Mention the differences between transitional and concluding paragraphs.

P.T.O.



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12. How is formal writing different from informal writing?
13. Mention the salient features of a technical report.
14. Point out the distinctive features of an official letter.

### Group - C

Answer any *one* question :  $10 \times 1 = 10$

15. Write briefly on descriptive and narrative writing.
  16. Point out the difference between hand book and manual with suitable examples.
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