

212/Eng.

UG/2nd Sem/ENGMAE-AECC(MIL)-T-1/23

**U.G. 2nd Semester Examination - 2023**

**ENGLISH**

**[HONOURS]**

**Ability Enhancement Compulsory Course (AECC)**

**Course Code : ENGMAE-AECC(MIL)-T-1**

Full Marks : 40

Time : 2 Hours

**INSTRUCTIONS :**

- Candidates will be provided with a question cum answer booklet.
- The booklet contains 25 multiple choice questions, each carrying 2 marks. Candidates will attempt 20 questions from the following (MCQ).
- Candidate must be fill-up his/her Roll Number in the space provided.
- Do not make any rough work on the answer booklet.
- At the end of the examination please return the answer booklet to the invigilator.

**Roll Number**

**Signature of the Invigilator**

*[Turn Over]*

Answer any **twenty** from the following questions. [Choose the correct option and put tick (✓) mark beside given box]:

2×20=40

1. Talking comes under which type of communication?
  - a) verbal
  - b) non-verbal
  - c) written
  - d) dramatic
2. How is good technical writing achieved?
  - a) Naturally
  - b) By practice
  - c) Listening
  - d) Practice
3. A writer must not convey information with
  - a) precision
  - b) clarity
  - c) randomness
  - d) truth
4. Which of these must be avoided in technical writing?
  - a) Facts
  - b) Grammar
  - c) Punctuation
  - d) Personal feeling
5. Which of these is not a step in the description of the process of writing?
  - a) Introduction
  - b) Conclusion
  - c) Complaining
  - d) Listing of main steps
6. Which of these can be used for better understanding of an instruction?
  - a) Longer sentences
  - b) Figures
  - c) Ambiguity
  - d) Complex words

[Turn Over]

7. Which of these qualities are important in a group discussion?
- a) Emotional stability
  - b) Hostility
  - c) Ignorance
  - d) Aggresiveness
8. When is the worst time to break into a discussion?
- a) When everyone is silent
  - b) When one person is talking
  - c) When two or three persons are talking simultaneously
  - d) When there is less time left
9. Which of these must be avoided in a group discussion?
- a) Speaking facts
  - b) Asking questions
  - c) Speaking fast
  - d) Speaking with clarity
10. Which of these factors do NOT enhance listening skills?
- a) Attention
  - b) Clear perception
  - c) Fakeness
  - d) Frankness
11. Which of these must be avoided in any presentation?
- a) Proper grammar
  - b) Complex words
  - c) Short sentences
  - d) Clear voice
12. Which of these is a sign of lack of confidence in communication?
- a) Speaking and naturally shifting your eyes around
  - b) Transfixed on one face
  - c) Pointing your finger
  - d) Using your hands

13. A speech must always present
- a) Facts
  - b) Opinions
  - c) Suggestions
  - d) Perspectives
14. Which of these is NOT a type of interview?
- a) Screening interview
  - b) Stress interview
  - c) Music interview
  - d) Lunch interview
15. In which of these, more than one candidate is interviewed?
- a) The behavioural interview
  - b) The stress interview
  - c) The group interview
  - d) The audition
16. Documentation of records should be
- a) Accessible
  - b) Available
  - c) Annotated
  - d) Accurate
17. Which among the following is considered an informal channel of informal communication?
- a) Journals
  - b) Text-books
  - c) Rumours
  - d) Technical reports
18. Which of the following is correct in an official letter?
- a) Yours truly
  - b) Yours' truly
  - c) Your's truly
  - d) Yours Truly

19. In letter writing format, a title "Dear Mr. Sarkar" is the best example of
- a) Introduction
  - b) Salutation
  - c) Body
  - d) Signed name
20. The most common form of closing a letter to a close relative is
- a) Yours sincerely
  - b) Yours affectionately
  - c) Yours faithfully
  - d) Yours truly
21. If we do not know the recipient's name, how would you address the person and close the letter?
- a) Dear Sir or Dear Madam; Yours faithfully
  - b) My Dear: With love
  - c) Dear Mr/Mrs; Yours lovingly
  - d) Hello; Affectionately yours
22. Which of these should be avoided for an effective speech?
- a) Determination of the purpose
  - b) Selection of message
  - c) Lack of interest
  - d) Selection of theme
23. Which of these is not a type of public speech?
- a) Short speech
  - b) Informal speech
  - c) Written speech
  - d) Professional speech
24. Which of the following is NOT characteristic of a conversation?
- a) Conversations are extemporaneous
  - b) Conversations are locally arranged
  - c) Conversations are sequentially organized
  - d) Conversations are linear

25. Which option best completes the dialogue below?

A: Which school do you go to?

B: I go to ABC Secondary School

A: \_\_\_\_\_.

B: No, it is about five kilometres away.

a) How do you get there?

b) Is it near your home?

c) Where is it?

d) Is it a boarding school?

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