

(1)

(Sem-2) AEC

2026

ABILITY ENHANCEMENT COURSE

Paper Code: AEC0200104N

(English Communication)

Full Marks: 60

Time: $2\frac{1}{2}$ hours

*The figures in the margin indicate full marks
for the questions.*

1) Answer the following as directed:

1x8=8

- a) Define communication.
- b) Suggest one way to overcome communication Barrier.
- c) Mention one feature of G.D.
- d) Who is the author of 'On Saying Please'?
- e) What is feedback in communication?
- f) What is a circular?
- g) What is Science Fiction?
- h) What is downward communication?

2) Answer any six of the following:

2x6=12

- a) State two differences between verbal and non-Verbal communication.
- b) Mention two qualities of effective communication.
- c) State any two objectives of oral presentation.
- d) Give two differences between memos and circulars.
- e) What is empathy? What role does it play in communication.
- f) What are the 'little courtesies' through which we can Create a civil society?
- g) Write shortly on the importance of vocabulary.
- h) What is the significance of the black box?
- i) Why is science fiction important for young readers?
- j) Mention any two interpersonal skills in speaking.

P.T.O.

3) Answer any four of the following:

5x4=20

- a) Explain the process of communication.
- b) Write a note on the types of interviews.
- c) Write a short note on 'Agendas and Minutes'.
- d) How does Gardiner differentiate between legal Rights and moral responsibilities?
- e) Describe the role of Mr. Summers in conducting the Lottery.
- f) What is close reading? Write a short note on its Importance.
- g) Write the key aspects of PPT.
- h) State any five barriers of communication.

4) Answer any two of the following:

10x2=20

- a) Write a detailed note on comparison between scientific and technical writing by giving appropriate examples of each.
- b) Write a report on a debate competition held in your institution.
- c) Write a letter to the Municipal Chairman complaining about poor drainage in your area.
- d) Define Group Discussion. Explain its objectives and importance in academic and professional contexts.
- e) What are the qualities of a good public speaker? Explain in detail.

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