

Total No. of Printed Pages—4

**2 SEM TDC CMEN (CBCS) WS II (A/C)**

**2 0 2 3**

( May/June )

ENGLISH

( For Non-Honours )

WRITING SKILLS—2

Paper : Com Eng-2

( **Communicative English** )

Full Marks : 80

Pass Marks : 32

Time : 3 hours

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

UNIT—I

1. Answer any one of the following : 10
- (a) What type of skill should the interviewer possess to conduct an interview effectively?
- (b) What are the guidelines to be followed while appearing for an interview?

( 2 )

UNIT—II

2. Answer any *one* of the following : 10
- (a) What are the points that should be remembered while writing a feature article?
  - (b) What are the purposes of a feature article? Discuss.

UNIT—III

3. Answer any *one* of the following : 10
- (a) What are the guidelines to be followed while designing a good questionnaire?
  - (b) What are the tips that enable in making a good survey question? Discuss.

UNIT—IV

4. Answer any *one* of the following : 10
- (a) What are the causes of nervousness in speech? Discuss the ways to overcome nervousness in speech.
  - (b) Write a speech on any *one* of the following :
    - (i) Women Empowerment
    - (ii) Child Labour
    - (iii) Climate Change

( 3 )

UNIT—V

5. Answer any *one* of the following : 10
- (a) What are the components of a formal report? Discuss briefly.
  - (b) Your college has recently celebrated its Golden Jubilee, organising a number of competitions. As the cultural secretary of your college, write a report on it.

UNIT—VI

6. Answer any *one* of the following : 10
- (a) State the differences between monologue and dialogue.
  - (b) Write a dialogue between two friends about the rising prices of essential commodities.

UNIT—VII

7. Answer any *four* of the following : 5×4=20
- (a) Why is body language important in an interview?
  - (b) What are the various types of reports?

( 4 )

- (c) What are the qualities of a good speech?
- (d) How can speech be made more effective?
- (e) How is a feature article different from a news report?

\*\*\*