

U.G. 5th Semester Examination - 2021**ENGLISH**

[PROGRAMME]

Skill Enhancement Course (SEC)**Course Code : ENGP-SEC-T-3**

Full Marks : 40

Time : 2 Hours

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

1. Answer any **five** of the following questions: $2 \times 5 = 10$
- What is external communication?
 - Name two common citation styles.
 - What is project report?
 - Why is fieldwork generally assigned?
 - How can the financial health of the company be diagnosed?
 - What is meant by minutes of a meeting?
 - Why is email the most preferred medium of e-correspondence for many companies?
 - Why is the cover page of a report important?

[Turn over]

2. Answer any **two** of the following questions :

 $5 \times 2 = 10$

- Name some of the major digital and social media options for business communication.
- What information is included in the minutes of a meeting?
- Differentiate between the chairman's message and the auditor's report.
- Briefly discuss the sources of a research work.

3. Answer any **two** of the following questions:

 $10 \times 2 = 20$

- Write a field report on any field trip that you have attended.
- Describe the sections in a project report.
- Discuss how barriers of communication can be removed.
- Illustrate how the MLA style of citation is different from the APA style.
