

1 AUGUST 2016

Answer any ten putting tick mark against the correct alternative.

10×2=20

1. Which reading technique aims at getting the general idea of a text?
 - a) Scanning
 - b) Close reading
 - c) Skimming
 - d) Note-making
2. What is the process of reading, understanding and explaining a piece of text?
 - a) Interpretation
 - b) Comprehension
 - c) Translation
 - d) Documentation
3. Translation is the conversion of a text
 - a) from one language to another
 - b) from one paragraph to another
 - c) from one subject to another
 - d) from prose to poetry only
4. Writing is one of the
 - a) two language skills
 - b) three language skills
 - c) four language skills
 - d) five language skills
5. Linear and diagrammatic are methods of
 - a) report writing
 - b) note-making
 - c) letter writing
 - d) decision making
6. Close reading is a fundamental strategy employed for
 - a) critical reading
 - b) letter writing
 - c) report writing
 - d) note-making
7. What does analysis mean?
 - a) Breaking down a text into components in order to study a complex concept
 - b) Translating a text
 - c) Memorizing a text
 - d) Summarizing a text
8. Formal letters are written for
 - a) Family members
 - b) Friends
 - c) Official purposes
 - d) Personal entertainment
9. Communication is called effective when
 - a) The message is loud
 - b) The receiver understands the message as intended
 - c) It is very long
 - d) It uses difficult words

10. Which is not a type of communication?

- a) Verbal
- b) Non-verbal
- c) Visual
- d) Imaginary

11. Body language, gestures and facial expressions come under

- a) Verbal communication
- b) Non-verbal communication
- c) Written communication
- d) Grapevine

12. The process of converting thought into words is called

- a) Decoding
- b) Encoding
- c) Feedback
- d) Noise

13. 'Noise' in communication means

- a) Music
- b) Any disturbance that affects the message
- c) Feedback
- d) Channel

14. Which is an example of formal communication?

- a) Chatting with friends
- b) Office memo
- c) Family talk
- d) Gossip

15. Active listening requires

- a) Interrupting often
- b) Paying attention and giving feedback
- c) Talking more
- d) Ignoring the speaker

16. The 7 Cs of effective communication include all except

- a) Clarity
- b) Conciseness
- c) Confusion
- d) Courtesy

17. Written communication is preferred when

- a) The message is urgent
- b) You need a permanent record
- c) You want to joke
- d) You are angry

18. Barriers to communication include

- a) Clear language
- b) Cultural differences
- c) Good feedback
- d) Proper channel

Asannagar MMT College/Department of English/2nd semester / 2nd International *Internal*
Assessment/SEC 201/(a) Summarising Annual Reports of Companies (b) Minutes of
Meeting/Full Marks: 20/Date: 14.08.2026

Answer any two. $2 \times 5 = 10$

1. What are the important details usually found in the annual report of a company?
2. Why do the investors find the annual reports of companies important?
3. How can one write a summary of the annual report?
4. Distinguish the chairman's message from the auditor's report.

Answer any two. $2 \times 5 = 10$

1. What are the usual contents of the minutes of a meeting?
2. What are the responsibilities of the person recording the minutes of a meeting?
3. What kind of language is usually prescribed for writing the minutes of a meeting?
4. The Anti-ragging Committee of the college, of which you are a member, is going to organise a seminar to create awareness about the ill-effects of ragging in educational institution. You are entrusted with the task of writing the minutes of the meeting held to organise the event. Write down the minutes.

Asannagar MMT College/Department of English/2nd semester / 2nd ~~International~~ *Internal*
Assessment/MAJOR 201/(a)English in Independent India(b)Syntax and Semantics/Full
Marks: 20/Date:14.08.2026

Answer any two. $2 \times 5 = 10$

1. Write a brief note on the historical context of the Angrezi Hatao campaign.
2. What were the principal assurances coming from Lal Bahadur Shastri in a context of linguistic antagonism?
3. What was the objective behind the establishment of CIE?
4. What was the paradigm shift in the domain of the use of English language in the post-globalisation era?

Answer any two. $2 \times 5 = 10$

1. What are the basic tenets of syntactic structure of sentences?
2. Define syntax with illustrative example.
3. What are the four types of maxims or principles of conversation pointed out by Paul Grice?
4. Write a brief note on phrase structure.