

U.G. 6th Semester Examination - 2022**ENGLISH****[PROGRAM]****Course Code : BENGDSRT-3 & 4 (DSE 3 & 4)**

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.*

This question papers contains both DSE 3 & 4. Students are thereby instructed to answer DSE paper out of these two (DSE 3 & DSE 4) as he/she opted for.

Title : Soft Skills II**Code : BENGDSRT3 (DSE 3)**1. Answer any **ten** of the following questions:

1×10=10

- a) What is covering letter?
- b) Why do we use colon (:) in a sentence?
- c) How important is listening as a skill?
- d) What is meant by context in relation to communication?
- e) What are the requisite characteristics of a good interviewer?

[Turn Over]

- f) What do you mean by the term 'indentation'?
- g) What is the importance of feedback in communication?
- h) Why do employers prefer assertive candidates?
- i) Mention two sources you can use to acquire knowledge.
- j) What is an enclosure?
- k) What is verbal communication?
- l) What role does smile play in human communication?

In the following three sentences, there are some grammatical errors. Identify the errors and rewrite the sentences making suitable corrections:

- m) Is there schools near your home?
- n) It often raining in Autumn.
- o) John has win the prize.

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

2×5=10

- a) How important are non-verbal cues in listening?
- b) What are the two main barriers to effective communication?
- c) How can communication breakdowns be improved?
- d) Why is it important to update one's knowledge and skills?

Title : Academic Writing II

Code : BENGDSRT4 (DSE 4)

- e) How does assertiveness differ from aggression?
- f) What are the tactics of listening skills?
- g) Why should a listener empathize with the speaker?
- h) What should be done to ensure effective delivery of a presentation?

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

5×2=10

- a) Explain the importance of completeness and correctness in effective communication.
- b) What are the intricacies one should follow while attending an interview?
- c) What are the features of non-verbal communication?

4. Answer any **one** of the following questions:

10×1=10

- a) Write a note on the methods of enhancing writing skills.
- b) Discuss the objectives and the structures of an interview.
- c) What is listening? Briefly explain the types of listening.

1. Answer any **ten** of the following questions:

1×10=10

- a) What is the full form of APA?
- b) What is meant by primary data?
- c) What is the use of Bibliography?
- d) Define a thesis statement.
- e) What are the types of texts?
- f) Mention one important role of language.
- g) How many types of research gaps are there?
- h) What is research question?
- i) How would you identify research gap?
- j) Which pattern of writing organizes ideas or events according to time?
- k) Which type of outline is made up of key words and phrases?
- l) The term 'cradle of life' is an example of which language feature?
- m) Name any one criterion of good writing.
- n) What does the title page of a research paper contain?
- o) What is research methodology?

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

2×5=10

- a) Name the steps that one should follow while writing an impressive paragraph.
- b) What are copyright laws?
- c) What is self-plagiarism?
- d) What is public domain?
- e) Name some software that is used to detect plagiarism.
- f) What is Bureaucratic Language?
- g) What is an Appendix?
- h) What is a Questionnaire?

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

5×2=10

- a) What is APA style of reference? Briefly explain.
- b) Differentiate between Summarizing and Paraphrasing with examples.
- c) What is plagiarism? What are the consequences of plagiarism?

4. Answer any **one** of the following questions:

10×1=10

- a) What is PowerPoint Presentation? What are the steps of preparing a good PowerPoint Presentation? Elaborate in detail.
- b) What is an Abstract? What are the essential elements of an Abstract? Discuss the types of Abstract.
- c) Write a note on contextual appropriateness of Academic writing.
