

BACHELOR OF ARTS EXAMINATION 2025
1st Year, 2nd Semester
Ability Enhancement Compulsory Course (AECC)
ENGLISH

Time: 2 Hours

Full Marks: 50

Group A

(Attempt *all* questions from this group)

Choose *one* correct answer to the questions from the given options. There is no need to copy the question. 15x1=15

1. Why is effective communication important in professional settings?

- a) To build trust and collaboration
- b) To reduce workplace errors
- c) To enhance productivity
- d) All of the above

2. Communication skills are essential for:

- a) Academic success
- b) Personal relationships
- c) Career advancement
- d) All of the above

3. A critical element for successful communication is:

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

4. Communication between colleagues at the same organizational level is:
- a) Downward communication
 - b) Upward communication
 - c) Horizontal communication
 - d) Diagonal communication
5. Which of these is NOT a type of communication barrier?
- a) Emotional barrier
 - b) Linguistic barrier
 - c) Neutral barrier
 - d) Environmental barrier
6. If you change only the subject of the sentence “Rita is a skilled painter” vertically, which sentence might result?
- a) Rita is a talented musician.
 - b) Sita is a skilled painter.
 - c) Rita knows the art of sculpting.
 - d) Sita has a creative mind.
7. Choose the appropriate pair from the options:
- a) Casual jeans - Formal meeting
 - b) White coat - Medical conference
 - c) Loud laughter - Library study session
 - d) Headphones - Team discussion
8. Smiling excessively during a serious discussion can be described as:
- a) Always appropriate
 - b) Completely inappropriate
 - c) Sometimes appropriate

d) Rarely inappropriate

9. Non-verbal communication contributes to:

- a) A minor part of the message
- b) The majority of the message's meaning
- c) Only the tone of the message
- d) No part of the message

10. Examples of non-verbal communication include:

- a) Hand gestures and eye contact
- b) Writing style and grammar
- c) Reading speed and comprehension
- d) Listening skills and note-taking

11. The most structured method of note-making is:

- a) Mind-mapping
- b) Outline method
- c) Charting method
- d) Sentence method

12. A technique to make notes concise is:

- a) Underlining key points
- b) Writing full sentences
- c) Using lengthy descriptions
- d) Repeating information

13. In a formal report, the correct sequence is:

- a) Introduction, Conclusion, Executive Summary
- b) Table of Contents, Introduction, Conclusion
- c) Conclusion, Appendix, Introduction

d) Executive Summary, Conclusion, Table of Contents

14. In a business letter, “CC” stands for:

- a) Carbon Copy
- b) Certified Copy
- c) Confidential Content
- d) Complete Correspondence

15. Which of the following requires citation in a report?

- a) The Taj Mahal is in Agra.
- b) India’s literacy rate in 2021 was 74.04%.
- c) The Indian flag has three colours.
- d) Holi is a festival of colours.

Group B

(Attempt *any five* questions from this group)

5x7=35

1. Effective communication prioritizes clarity and audience needs. Do you agree with this perspective? Provide reasons to support your answer.
2. Discuss how verbal communication and non-verbal communication reflects an individual’s emotions and personality. Use examples to explain your points.
3. Imagine you unexpectedly meet your school friend Priya at a book fair after two years. She has been studying in another state and decided to surprise you. Write a short dialogue capturing this reunion.
4. As a member of the Cultural Club of your college, you helped organize a music workshop in February 2024, featuring a renowned classical singer. Write an Executive Summary (100-150 words) for a report to be submitted to the club’s faculty coordinator.
5. You wish to attend a data science internship at IIT Madras from May 10-15. Write a formal letter to your Department Head requesting a recommendation letter. Include only the greeting, subject, and opening paragraph (50-100 words).
6. Write a short note on a movie or book that has influenced your worldview.

7. Describe a character from a movie or book you admire, and explain why you find them inspiring.

8. Differentiate between a Precis and a descriptive essay. Discuss their purposes and techniques, with examples.
