## U.G. 6th Semester Examination - 2020 ENGLISH

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:

 $1 \times 10 = 10$ 

- a) What is an official letter?
- b) What is an enclosure?
- c) Why do we use hyphen (-) in a sentence?
- d) Mention two effective non-verbal ways of communication.
- e) Mention two digital sources of learning.

  following three sentences have some

grammatical errors. Identify the errors and rewrite the sentences after making suitable corrections.

- f) This pen is she's.
- g) He runs fastly.
- h) Everyone are going to the movies.
- i) Why do we use comma (,) in a sentence?
- j) What is verbal communication and what is non-verbal communication?
- k) 'Stop of talking' by the students is an indication of listening in a classroom. Mention one such activity which indicates that students are listening.
- 1) Who is 'interviewer' and who is 'interviewee'?
- m) Is writing letter to a newspaper editor an example of formal writing or informal writing?
- n) What is a C.V.?
- o) We are familiar with the common saying 'tit for tat'. Explaining suitable reason whether this saying is an example of 'assertiveness' or 'aggression'.

- 2. Answer any **five** of the following:  $2 \times 5 = 10$ 
  - a) What is non-verbal communication? Mention two effective ways of non-verbal communication
  - b) Should we seat with folded hands in an interview?
  - c) What do you mean by assertiveness?
  - d) How is listening different from hearing?
  - e) How is assertiveness different from aggression?
  - f) Mention two characteristics of an assertive person.
  - g) How is an interview different from a conversation?
  - h) Mention at least two types of listening.
- 3. Answer any **two** of the following:  $5 \times 2 = 10$ 
  - a) In terms of one's assertive skill, how does the following proverb fit? Discuss.
    - -"He who asks is a fool for five minutes, but he who does not ask remains a fool forever".

- b) Why is it important to update one's knowledge and skill? Briefly discuss about some of their sources.
- Why do you think that first impression is very important in an interview?
- 4. Answer any **one** of the following:  $10 \times 1 = 10$ 
  - a) What are the keys to a good interview? Discuss them in brief.
  - b) How much important is body language in a communication? Elaborate.
  - c) Discuss in brief about different types of listening and their impacts upon the speaker.

## Title: Academic Writing-II Code: BENGDSRT4 (DSE 4)

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

 $1 \times 10 = 10$ 

[Turn Over]

- i) What is Primary data?
- ii) Write the full form of MLA.
- iii) What is SCAM?
- iv) Briefly define Questionnaire.
- v) Give an example of Redundant Pairs.
- vi) What is Hedges in Research Writing?
- vii) What is Emphatics in Research Writing?
- viii) What is Reference in a Research Paper?
- ix) Define a Direct Text in your own words.
- x) What is a Thesis Statement?
- xi) What is Brainstorming in the process of Academic Writing?
- xii) Why do paper presenters use Handouts?
- xiii) How many maximum words can directly be copied from the source text to avoid plagiarism?

- xiv) What is Bibliography?
- xv) What is a dissertation?
- 2. Answer any **five** of the following questions:

 $2 \times 5 = 10$ 

- i) What is Bureaucratic Language? Explain.
- ii) Describe the characteristics of a good Research Paper.
- iii) Give the definition of Balanced Essay and Weighted Essay.
- iv) What are the key elements in writing a coherent paragraph?
- v) Write the component parts of an Oral Presentation.
- vi) What is an Acknowledgement in a dissertation?
- vii) Define Appendix.
- viii) Why is Power Point important in a Presentation?
- 3. Answer any **two** of the following questions:

 $5 \times 2 = 10$ 

- i) Write a short note on APA style of Reference.
- ii) What is Research Paper? What are the

(6)

significant features of Research Writing?

$$2+3=5$$

- iii) How will you define Qualitative and Quantitative Data? Explain with suitable examples.
- 4. Answer any **one** of the following questions:

$$10 \times 1 = 10$$

- i) What is an Abstract? What are the essential elements of an Abstract? Discuss the types of Abstract. 2+3+5=10
- ii) Define Plagiarism. What are the consequences of Plagiarism? How can Plagiarism be detected? Discuss. 2+5+3=10
- iii) What is Report? Discuss about the format of a Report. Discuss the types of Report.

$$2+4+4=10$$

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