U.G. 2nd Semester Examination - 2024

ENGLISH

[Skill Enhancement Course (SEC)]

Course Code : ENG-SEC-T-201

[NEP-2020]

Full Marks : 35 Time : $1\frac{1}{2}$ 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.

Answer all the questions.

GROUP-A

1. Answer any **five** of the following questions : $1 \times 5 = 5$

   a) What purpose does the cover page of a project report serve?

   b) What does 'negotiation' mean?

   c) Why is the annual report of a company important to an investor?

   d) How is the language used in writing minutes of a meeting?

   e) What do you mean by 'soft copy'?

   f) Name any two medium of e-correspondence.

g) What is the full form of 'bcc' in email?

h) What are the necessary qualities of the participant who records the minutes?

2. Answer any **two** of the following questions : 5×2=10

a) Enumerate the information published in the annual reports of companies.

b) Prepare a sample business negotiation report template.

c) How can blogging be used as an effective medium of business communication?

d) Write an email to a reputed company applying for internship in sales and marketing.

3. Answer any **two** of the following questions : 10×2=20

a) You are the secretary of your local club. Write the minutes of the meeting held to discuss issues related to safety of women in your locality.

b) Write a report on any field trip that you have participated.

c) Describe various parts of a project report.

d) Discuss the necessary steps to write a summary of the annual report.

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