

**2025**

( FYUGP )

( 3rd Semester )

ENGLISH

Paper Code : SEC

**( Basic English Communication Skills )**

*Full Marks : 37.5*

*Pass Marks : 40%*

*Time: 2 Hours*

*The figures in the margin indicate full marks  
for the questions.*

**SECTION – A**

Multiple Choice Questions.

(5×1=5)

1. Communication is the process of \_\_\_\_\_ .
  - a) Storing information
  - b) Exchanging ideas and information
  - c) Writing reports
  - d) Giving commands
  
2. Which of the following is an example of non-verbal communication?
  - a) Email
  - b) Telephone call
  - c) Facial expression
  - d) Letter writing

( Turn Over )

( 2 )

3. The communication that takes place within a person's own mind is called:
- Interpersonal communication
  - Group communication
  - Intrapersonal communication
  - Public communication
4. Which of the following is a barrier to effective communication?
- |                          |                     |
|--------------------------|---------------------|
| a) Clear feedback        | b) Active listening |
| c) Noise and distraction | d) Proper language  |
5. A monologue is \_\_\_\_\_ .
- A speech made by two persons
  - A conversation between many people
  - A speech delivered by one person
  - A type of group discussion

**SECTION – B**

*(Short Answer Type Questions)*

Answer any four (4) questions. (4×3=12)

- Explain the main components of the communication process.
- Differentiate between intrapersonal and interpersonal communication.
- What are the main barriers to effective communication?
- Write a short note on personal, social, and business communication.
- What are the features of effective communication?
- Explain the importance of listening in communication.

*( Continued )*

( 3 )

**SECTION – C**

*(Long Answer Type Questions)*

Answer any two (2) questions. 2×5 = 10 marks

- Discuss the theory of communication and its importance in everyday life.
- Explain in detail the different types and modes of communication with examples.
- Write a detailed note on verbal and non-verbal communication with suitable examples.
- Discuss the major barriers to communication and suggest strategies to overcome them.

**SECTION – D**

*(Applied/Speaking Skills Section)*

Answer any two (2) questions. (2×5.25=10.5)

- Differentiate between monologue and dialogue with examples.
- What are the key features of a successful group discussion?
- Explain the causes and consequences of miscommunication.
- Write a short note on interview skills and public speaking.

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