



**UNIVERSITY OF NORTH BENGAL**

B.A. Honours/Programme 4th Semester Examination, 2021

**SEC1 (P2)-ENGLISH**

Full Marks: 60

**ASSIGNMENT**

*The questions are of equal value.  
The figures in the margin indicate full marks.*

**The question paper contains GROUP-A and GROUP-B. The Candidates are required to answer any *one* from the *two* groups. Candidates should mention it clearly on the Answer Book.**

**GROUP-A**

**BUSINESS COMMUNICATION**

**Answer any *three* of the following questions**

20×3 = 60

1. Explain the various dimensions of business communication.
2. How can internet be used as a research tool for business communication?
3. As an NSS volunteer, write a report on the field work done by the NSS of your college regarding the public health of your town or village.
4. As the director of an NGO, draft an annual report for the year 2019-20.
5. Draft the minutes of the Board of Directors of ABC Company where the following matters were discussed:
  - Proposal to open a new branch in Gurgaon
  - Resignation of Ms. Sharma from the Board of Directors
  - Policy to support the mental and physical health of the employees during the pandemic
  - Guidelines regarding fresh recruitment.
6. As a member of the seminar committee, write a report on a national seminar organized in your college on 'Secularism in India'.

**GROUP-B**  
**TECHNICAL WRITING**

**Answer any *three* of the following questions**

20×3 = 60

1. What are the modes of effective communication?
2. Differentiate between speech and writing.
3. You have completed your graduation and wish to apply for the post of a translator cum research associate in a research-based NGO. Write a letter applying for the post by highlighting your strengths. (Do not write a resume)
4. You have planned to write an article on “Silence is the enemy of democracy”. What will be the introduction and thesis statement?
5. How would you strategize the conclusion of your research paper in order to produce a greater impact on the readers?
6. Write a report for an English newspaper on India’s National Education Policy (NEP) 2020.

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