



UNIVERSITY OF NORTH BENGAL
B.A. Programme 6th Semester Examination, 2021

SEC4 (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 *two* Groups.
Candidates should clearly mention the Group on the Answer Booklet.**

GROUP-A

BUSINESS COMMUNICATION

Answer any *three* of the following questions

20×3 = 60

1. What do you mean by business communication? What are the distinct categories of business communication? Briefly define all of the categories with suitable examples.
2. Briefly define the following with suitable examples:
 - (i) Citations
 - (ii) Bibliography
3. What are APA and MLA style sheets? Show the differences with a few examples.
4. What is 'project report'? Why do we need project reports? Write a project report on the local management of COVID-19 pandemic in your locality.
5. What is 'annual report of a company'? What are its requirements? Give appropriate examples.
6. Briefly define 'meeting minute'. How to keep minutes of a meeting? What are the requirements of a meeting minute?

GROUP-B

TECHNICAL WRITING

Answer any *three* of the following questions

20×3 = 60

1. What do you mean by 'communication'? What are the elements of communication? How many types of communication are there? Briefly define all with suitable examples.
2. Define briefly 'speech' and 'writing'. How are speech and writing different?
3. Analyze the role of language and information for effective communication.
4. What is the definition of 'thesis statement'? What is the purpose of thesis statement in a thesis?
5. Write a formal letter to an administrator addressing the issue of lack of drinking water in your locality.
6. Write a notice, in capacity of a Principal, on the organizing of Freshers' Welcome in your college.

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