

**U.G. 6th Semester Examination - 2022****ENGLISH****[PROGRAMME]****Skill Enhancement Course (SEC)****Course Code : ENG-G-SEC-T-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.***Answer all the questions.****GROUP - A**

1. Answer any **five** of the following questions:  $2 \times 5 = 10$ 
  - a) What must a speaker keep in mind during a speech?
  - b) What is natural language? Give an example.
  - c) What is a thesis statement?
  - d) What are cohesion and coherence?
  - e) Explain the terms 'exemplification' and 'causality'.
  - f) When are you required to write a formal letter? Give an example.
  - g) Why are handbooks necessary?

h) How are reports related to executive summary?

2. Answer any **two** of the following questions:  $5 \times 2 = 10$ 
  - a) Point out the distinct features of speech.
  - b) What are the basic features of a thesis statement?
  - c) Write a short note on agenda and minutes.
  - d) How formal writings are different from informal writings?

**GROUP – B**

3. Answer any **two** of the following questions:  $10 \times 2 = 20$ 
  - a) With illustrative examples, discuss some of the distinct feature of writing.
  - b) What are the fundamental building blocks that support the thesis statement? Discuss those with suitable examples.
  - c) Discuss the salient features of scientific and technical subjects.
  - d) Write a report on the activities of the Career Development Counselling Cell of your college and illustrate how it covers the essential features of a report.

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