



UNIVERSITY OF NORTH BENGAL
B.A. Honours/Programme 4th Semester Examination, 2020

SEC1 (P2)-ENGLISH

Full Marks: 60

ASSIGNMENT

The figures in the margin indicate full marks.

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

GROUP-I

BUSINESS COMMUNICATION

Answer any *three* of the following questions (700-750 words)

20×3 = 60

1. Discuss the barriers of effective business communication.
2. Write short notes on the following:
 - (a) Bibliography
 - (b) End notes and Footnotes.
3. As a member of the Alumni association of your school, write a report of the field work done by the association regarding the problems faced by the family members of the differently abled students in your school.
4. As a managing director of a private hospital, draft an annual report for the year 2020-21.
5. Draft the minutes of the Board of Directors of Shraddha Enterprises where the following matters were discussed:
 - Policy and guidelines regarding work from home
 - Annual increment to be given to the employees for the year 2020-21
 - Retirement of CEO Mr. Sharma
 - To decide on COVID-19 safety protocols

6. Write a report on a weeklong film festival organized in your college as a member of the film club of your college.
7. As a representative of the nature club of your college, write an e-mail to the students of your class seeking advice and giving suggestions about making your campus more environmental friendly.

GROUP-II

TECHNICAL WRITING

Answer any *three* of the following questions (700-750 words)

20×3 = 60

1. Analyse the role of language and information for effective communication.
2. Discuss the characteristic features of technical writing.
3. What are the components of a good thesis introduction?
4. “Media trial is a threat to the administration of justice”. Argue for or against it.
5. How can you differentiate between APA, Chicago and MLA Citation styles?
6. As a reporter of an English newspaper, write a report on the current economic recession in India.

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