

GURUDAS COLLEGE
DEPARTMENT OF ENGLISH
Internal Examination- 2021
Sem-4, Paper- SEC-B1– SPOKEN ENGLISH (Gen)

Instructions: Your answer must be handwritten, covering not more than 1-2, A4 size paper. Use only BLACK/BLUE ink.

The cover page must include i) Candidate Name ii) University Roll No. iii) University Registration Number iv) Paper v) Semester vi) Contact No. vii) Email ID (if possible).

Clearly scanned copy of the answer in PDF format shall only be acceptable.

The subject of the email and pdf file name should be paper-Candidate name-semester, for example: SECBI_RamSen_Sem4.

In the body of the email also write the following details: i) Candidate Name ii) University Roll No. iii) University Registration Number iv) Paper v) Semester vi) Contact No. vii) Email ID (if possible).

Send answer scripts to the following email id: tanmoy.english@gurudas.education]

Attempt *any two* of the following questions:

5x2

- 1) What is the difference between speech and writing?
- 2) Briefly write about the disadvantages of oral communication.
- 3) Write a short note on the components of communication process.
- 4) Write a short note on the elements of effective communication.