

**2025/FYUG/ODD/SEM/
ENGSEC-201T/010**

FYUG Odd Semester Exam., 2025

ENGLISH

(3rd Semester)

Course No. : ENGSEC-201T

(Business English)

Full Marks : 50

Pass Marks : 20

Time : 2 hours

*The figures in the margin indicate full marks
for the questions*

UNIT—I

1. Answer any *three* from the following questions : 1×3=3

- (a) Define Business English.
- (b) Mention any two types of communication.

(2)

- (c) Give one example of verbal communication.
- (d) What is upward communication?
2. Answer any one from the following questions : 2
- (a) What are the two advantages of written communication?
- (b) Write a short note on downward communication.
3. Answer any one from the following questions : 5
- (a) Discuss the types of communication in detail with examples.
- (b) Explain the various directions of communication with suitable examples.
- UNIT—II
4. Answer any three from the following questions : 1×3=3
- (a) What do you mean by internal business correspondence?

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(Continued)

(3)

- (b) Name any two values of communication.
- (c) Give one example of interactive correspondence.
- (d) What is the purpose of a memo?
5. Answer any one from the following questions : 2
- (a) Differentiate between internal and external business correspondence.
- (b) Write a short note on office orders.
6. Answer any one from the following questions : 5
- (a) Discuss the conventions, perceptions and values of communication in business.
- (b) Explain the planning and drafting of business letters.

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(Turn Over)

(4)

UNIT—III

7. Answer any *three* from the following questions : $1 \times 3 = 3$

- (a) What is e-correspondence?
- (b) State any one principle of communication.
- (c) What is meant by comprehension in business communication?
- (d) Expand the term 'E-mail'.

8. Answer any *one* from the following questions : 2

- (a) Explain two principles of communication.
- (b) Explain the role of e-commerce in modern business communication.

9. Answer any *one* from the following questions : 5

- (a) Discuss the process of comprehension, analysis and interpretation in business.
- (b) Discuss the role of Internet in modern business communication.

(5)

UNIT—IV

10. Answer any *three* from the following questions : $1 \times 3 = 3$

- (a) Define interview.
- (b) State one objective of a meeting.
- (c) Mention one feature of a group discussion.
- (d) What is oral presentation?

11. Answer any *one* from the following questions : 2

- (a) Mention any two types of interviews with examples.
- (b) Explain the importance of group discussion in business.

12. Answer any *one* from the following questions : 5

- (a) Describe the procedure of conducting a formal meeting.

(6)

- (b) Explain the importance of meeting in professional settings.

UNIT—V

13. Answer any *three* from the following questions : $1 \times 3 = 3$

- (a) What is the meaning of report writing?
- (b) Mention one purpose of documenting information.
- (c) What is a Resume?
- (d) Give one example of business proposal.

14. Answer any *one* from the following questions : 2

- (a) State two differences between a CV and a Resume.
- (b) Explain the purpose of writing business reports.

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(7)

15. Answer any *one* from the following questions : 5

- (a) Explain the methods of making effective notes and documenting them.
- (b) Write a note on writing job applications with CV and Resume.

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