



Sessional Examination, 2026
B.Com 2nd Semester
Sub : English Communication
AEC0200104N

Time : 2 hours

Full Marks : 40

Very Short Questions :

1x5=5

1. State True or False

- (a) The sender sends the message to the receiver through a channel. (True/ False).
- (b) Writing a letter is a kind of non-verbal communication. (True/ False).
- (c) Letter to the editor is an informal communication. (True/ False).
- (d) Encoding is attaching meaning to the message. (True/ False).
- (e) In the present environment of competition, importance of communication has assumed added significance. (True/ False).

2. Short Questions : Answer any five

2x5=10

- (a) State two differences between formal and informal communication.
- (b) What role does empathy play in communication?
- (c) Why do you think listening is important for effective communication?

P.T.O.



(d) _____ is sent to specific group of people, where as, _____ may be meant for general public.

(i) Notice, Memo

(ii) Circular Memo

(iii) Circular, Notice.

(e) Why does one need to be culturally sensitive in communication?

(f) Mention two ways of expressing respect in communication.

(g) Mention two modern forms of communication.

3. Attempt **any three** of the following questions : 5x3=15

(a) Explain the process of communication with examples.

(b) Write a short note on the importance of oral communication.

(c) What are some important characteristics of written communication?

(d) What are the 7 Cs of Effective communication?

(e) Discuss with examples how semantic barriers impede successful communication.

4. Mrs Padmalakshmi Iyar congratulates her employee B K Bansal on his promotion to the post of Assistant General Manager. Later she requests Mr. Bansal to supervise the periodic progress of the construction work of the new Factory Building. Prepare an imaginary dialogue between them.

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