

BMC 2nd Semester Exam., 2018**ENGLISH—2**

Time : 3 hours

Full Marks : 60

Instructions :

- (i) The marks are indicated in the right-hand margin.
(ii) There are **SEVEN** questions in this paper.
(iii) Attempt **FIVE** questions in all.
(iv) Question Nos. 1 and 2 are compulsory.

1. Answer the following in brief : 6+6=12

- (a) What do you understand by speech sounds?
(b) What is phonetics? Give a basic knowledge of the phonemes of English.

2. Answer any three of the following : 4×3=12

- (a) How does oral communication become effective?
(b) What do you understand by news presenters?

- (c) What is the difference between news presenters and anchors?
(d) What should we consider while speaking in public?
(e) How do presentation skills and grooming highlight the role of soft skills? Describe.

Answer any three of the following : 12×3=36

3. What is the difference between CV and Resume?
4. How do we make a report on survey of any hospital?
5. Make a professional brochure with diagram.
6. What do you understand by e-mails and memos? Give its details.
7. What are the qualities of a business correspondence? Describe in detail.
