



বিদ্যাসাগর বিশ্ববিদ্যালয়

**VIDYASAGAR UNIVERSITY**

**B.A. Honours Examination 2021**

**(CBCS)**

**4th Semester**

**ENGLISH**

**PAPER—SEC2T**

*Full Marks : 40*

*Time : 2 Hours*

*The figures in the right-hand margin indicate full marks.*

*Candidates are required to give their answers in their own words as far as practicable.*

**Attempt any one option.**

**SEC2T : (Option A) CREATIVE WRITING**

Answer any *two* questions.

2×15

1. Define 'tropes' and 'figures of speech'. Explain with illustrations at least two figures of speech based on association.
2. What is a novel? Point out the relative importance of Plot and Character in a novel.

3. What are the different modes of narration employed in a novel? Explain the advantages and disadvantages of any one mode of narration.
4. Define tragedy. Point out the differences between classical tragedy and modern tragedy.

Answer any *one* question.

1×10

5. How can 'creativity' be defined? What roles do 'imagination' and 'inspiration' play in the 'creative process'?
6. Explain the importance of 'proof reading' and 'editing' in the process of publication.

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### **SEC2T : (Option B) BUSINESS COMMUNICATION**

Answer any *two* questions.

2×15

1. What do you mean by business communication? Explain its objectives and importance.
2. What are the barriers to effective business communication? Describe the measures taken to overcome those barriers.
3. Explain in detail the different types of project reports.
4. Discuss the role of fax, email and video-conferencing in business communication.

Answer any *one* question.

1×10

5. What are the guidelines to be followed while drafting an annual report of a business house?

6. You have recently visited an industry in your locality. Prepare a report on the visit.

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### **SEC2T : (Option C) TECHNICAL WRITING**

Answer any *two* questions.

2×15

1. Explain the barriers to effective communication. How can we remove these barriers ?
2. Describe the different steps of argumentative writing.
3. Point out the importance of coherence and cohesion in a piece of good writing.
4. A User Manual of any product is a technical document with a specific purpose. Explain with suitable examples.

Answer any *one* question.

1×10

5. What are the objectives of minutes in an official meeting? How is a minute different from a report of a meeting?
6. Write a letter to your suppliers complaining against the supply of defective goods.

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