

## Assignment

TDC (CBCS) Odd Semester Exam., 2020 held in 2021

ENGLISH

3rd Semester [**Pass & Honours**]

Course No. : ENGSEC-301T

(Creative Writing)

Full Marks: 50

Pass Marks: 20

Answer **any ten** of the following questions:

5×10=50

1. Discuss the role of inspiration and agency in creative writing.
2. Estimate the role of subjectivity in creative writing.
3. Discuss in brief the formal and informal usages of language.
4. What is Neologism? Give some contemporary examples of neologism.
5. Write a brief note on the dominant modes of poetry.
6. What do you mean by a realistic novel? Explain with the help of an example.
7. What are the essentials of a good television scriptwriter? Discuss.
8. Briefly mention the fundamentals of copywriting.
9. State briefly the most effective ways to overcome the demands and problems of revising a manuscript.
10. Suggest some guidelines on how to get your creative work published.
11. Illustrate, with examples, the difference between metonymy and synecdoche.
12. Discuss in brief pidgin and creole.
13. What is the difference between heroic and domestic dramas?
14. Bring out the difference between prototypical and stereotypical characters.
15. State the difference between copy editing and general editing.

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## Assignment

TDC (CBCS) Odd Semester Exam., 2020 held in 2021

ENGLISH

5th Semester [ **PASS** ]

Course No. : ENGSEC–501T

(Business Communication)

Full Marks: 50

Pass Marks: 20

Answer **any ten** of the following questions:

5×10=50

1. What are the advantages of e-correspondence for a business organization?
2. Discuss the various components of a financial statement.
3. Mention any five barriers of communication.
4. What do you understand by horizontal communication in a business organization?
5. Bring out the difference between bibliography and reference in a project report.
6. Discuss the importance of communication in business.
7. Write down the seven C's of business communication.
8. Write down the detailed format of a project report.
9. Write about the importance of a bibliography in a project report.
10. Assume that you are the Development Manager of Dominos. Write a report to the Managing Director of your company about the feasibility of opening a new outlet/ branch of Dominos at Blue Hills Street.
11. Imagine that you are the Regional Manager of an organization. There has been an accident in the godown of your factory. Write a report to the CEO about the accident mentioning the reasons for the accident and also suggest some remedial measures.
12. What are the key constituents of annual report.
13. Briefly discuss the objectives of annual report.
14. What are the important features of a well written minute?
15. Assume that you are Shyam Banerjee/ Susmita Banerjee, a student of BA 5th Semester of Oriental College, Kolkata. Write an e-mail to Bharadwaj Kumar, the Personnel Manager of Blue Star Institute (e-mail address : bharadwajkumar@gmail.com) requesting him to allow you to do a short-term course on Spoken English.

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