

2019

(4th Semester)

FUNCTIONAL ENGLISH

Paper : Funeng-405

(Oral Communication)

Full Marks : 35

Pass Marks : 45%

Time : 1½ hours

The figures in the margin indicate full marks for the questions

UNIT-I

1. Explain briefly when to use Formal and Informal English. What is the decorum to be maintained while using Formal and Informal English? 2+2=4
2. You are celebrating your birthday at a restaurant and you want to make a dinner reservation for eight people. You are going to make this reservation through the phone with the Manager of the restaurant. Construct a conversation between You and the Manager. 3

L9/482

(Turn Over)

204-guonu91e9\>(f.2)

(3)

UNIT-II

UNIT-V

3. What are the main characteristics of a Group Discussion? 3
4. Explain some of the essential elements that should be maintained in a debate. 4

9. What are the techniques to be considered in hosting a program or a function? 4
10. What is the role of a Receptionist in a firm? Explain. 3

What are the characteristics of a good Chairperson? Explain.

UNIT-III

5. What is Symposia? List out some of the essential elements. 2+2=4

6. What are some of the major characteristics of a seminar? 3

UNIT-IV

7. What are the important elements in language learning and teaching? 3

8. What is extempore speech? How is it different from a prepared speech? 2+2=4

L9/482

(Continue)

L9-200/482

Ba/Bc/Bs/Funeng-405