

**2021**  
**MALDA WOMEN'S COLLEGE**  
**B.A. SEMESTER- IV GENERAL EXAMINATION**  
**(HOME ASSIGNMENT)**  
**SUBJECT – LC2- ELECTIVE ENGLISH**  
**PAPER – 403-LC2-ENGG-2**  
**FULL MARKS – 32**

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Answer any four questions.

(4x8 = 32)

- 1. Read the Following Passage and make notes in points only, using abbreviations wherever necessary. Supply a suitable title.**

Research has shown that the human mind can process words at the rate of about 500 per minute, whereas a speaker speaks at the rate of about 150 words a minute. The difference between the two at 350 is quite large.

So a speaker must make every effort to retain the attention of the audience and the listener should also be careful not to let his mind wander. Good communication calls for good listening skills. A good speaker must necessarily be a good listener.

Listening starts with hearing but goes beyond. Hearing, in other words is necessary but is not a sufficient condition for listening. Listening involves hearing with attention. Listening is a process that calls for concentration. While, listening, one should also be observant. In other words, listening has to do with the ears, as well as with the eyes and the mind. Listening is to be understood as the total process that involves hearing with attention, being observant and making interpretations. Good communication is essentially an interactive process. It calls for participation and involvement. It is quite often a dialogue rather than a monologue. It is necessary to be interested and also show or make it abundantly clear that one is interested in knowing what the other person has to say.

Good listening is an art that can be cultivated. It relates to skills that can be developed. A good listener knows the art of getting much more than what the speaker is trying to convey. He knows how to prompt, persuade but not to cut off or interrupt what the other person has to say. At times the speaker may or may not be coherent, articulate and well organised in his thoughts and expressions. He may have it in his mind and yet he may fail to marshal the right words while communicating his thought.

Nevertheless, a good listener puts him at ease, helps him articulate and facilitates him to get across the message that he wants to convey. For listening to be effective, it is also necessary that barriers to listening are removed. Such barriers can be both physical and psychological. Physical barriers generally relate to hindrances to proper hearing whereas psychological barriers are more fundamental and relate to the interpretation and evaluation of the speaker and the message.

- 2. The state government has banned the use of plastic bag. Write a report in 200-300 words on how the ban is being ignored and what damage the indiscriminate use of plastic bags is causing to the environment.**
- 3. Prepare a CV for the job of a school teacher with relevant information.**
- 4. Write an advertisement copy for a newly open book shop with proper address and relevant information.**
- 5. Write any four characteristics of Resume.**
- 6. Your college has organized a conference on the subject of 'Climate Change'. Write a report on it in 200-300 words.**
- 7. Write an advertisement copy for a bakery sale with proper address and relevant information.**