

ASSIGNMENT  
B.COM 2nd SEMESTER  
(For Arrear Students only)  
COMMUNICATION AND FUNCTIONAL ENGLISH

FULL MARKS : 50

LAST DATE FOR SUBMISSION: 16th August, 2020

1. State whether the given statements are correct or incorrect: 1×4=4  
a. Semantic barrier is a sender oriented barrier.  
b. Haptics is the discourse of 'touch' in communication.  
c. Communication is always objective in nature.  
d. Feedback is the reversal of the communication process in which the sender gives a response to the receiver's message.
2. Correct the common errors in the following sentences: 1×3=3  
a. I prefer cinema than the theatre.  
b. All his kiths and kins are with him.  
c. Give me hundred rupees.
3. Fill in the blanks with appropriate verb form: 1×3=3  
a. We \_\_\_\_ him yesterday. (Visit)  
b. He \_\_\_\_ here for the last five years. (Work)  
c. My father \_\_\_\_ tomorrow. (Arrive)
4. Make sentences with the given phrases (any four): 1×4=4  
Nip in the bud, Lag behind, Weapons and woe, Smell a rat, Play ducks and with, In the air, At sea
4. Do as directed: 1×4=4  
a. You should always keep your promises. (Change the voice)  
b. "I'll have a cup of tea," my father said, "because I'm not hungry." (Change the narration)  
c. He admitted that he was guilty. (Change into a simple sentence)  
d. Please, ask the students to come in, \_\_\_\_\_? (Add an appropriate question tag)
5. Fill in the blanks with appropriate prepositions: 1×4=4  
a. I will have finished this essay \_\_\_\_ Friday.  
b. My birthday is \_\_\_\_ May.  
c. There is another chair \_\_\_\_ the woman.  
d. The woman is looking \_\_\_\_ her laptop.
6. Answer the following questions briefly: 2×4=8  
a. What is the difference between encoding and decoding?  
b. Mention two factor that helps the speaker analyze his/her audience.  
c. What do you mean by Kinesics?  
d. What is social networking?
8. Draft a request letter to the RBI for a business loan that you are planning to venture in. 10
9. You have recently changed your phone number. Write an application to the manager of the branch of your bank to change the number linked to your bank account and update the new one. 10