

B.A. (CBCS) DEGREE EXAMINATION,
NOVEMBER 2023.

First Semester

English

Skill Enhancement Course — ENGLISH AND
COMMUNICATION

(For those who joined in July 2023 onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. Choose the sentence with the correct tense:

- (a) She will go to the store yesterday
- (b) They have visited the museum last week
- (c) We are planning a trip for next month
- (d) He goes to the gym tomorrow

2. Identify the sentence with the incorrect tense

- (a) They have finished their homework already
- (b) She will be cooking dinner at 7 PM
- (c) He did his homework yesterday
- (d) We were going to the park tomorrow

3. Select the statement that represents effective verbal communication:

- (a) Speaking in a monotone voice
- (b) Using clear and concise language
- (c) Avoiding eye contact
- (d) Interrupting others while they speak

4. Select the scenario that best represents formal communication:

- (a) Chatting with colleagues during a coffee break
- (b) Sending a business email to a client
- (c) Sharing personal stories in a team meeting
- (d) Texting a friend about weekend plans

5. What is the primary purpose of minute-writing in a business meeting?

- (a) To record personal opinions of attendees
- (b) To provide a summary of the meeting proceedings
- (c) To create a transcript of the entire conversation
- (d) To share unrelated information about the participants

6. What is the main purpose of writing a condolence message?

- (a) To share personal achievements
- (b) To express sympathy and support
- (c) To provide business updates
- (d) To request information

7. Which of the following is considered a good practice in email communication?

- (a) Using excessive abbreviations
- (b) Writing in all capital letters for emphasis
- (c) Including a clear and concise subject line
- (d) Ignoring the recipient's name in the salutation

8. In a formal letter, what is the appropriate way to address the recipient if his name is unknown?

- (a) Dear Sir/Madam
- (b) Hey
- (c) Hi [Recipient's Name]
- (d) To Whom it may Concern

9. What is a key element to include in the opening of a presentation to capture the audience's attention?

- (a) Reading a long list of facts
- (b) Starting with a joke
- (c) Speaking in a monotone voice
- (d) Avoiding eye contact

10. What is generally considered appropriate attire for a job interview?

- (a) Casual jeans and a t-shirt
- (b) Business casual attire
- (c) Formal evening gown or suit
- (d) Athletic wear

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 250 words.

11. (a) Write a short note on articles.
Or
(b) Write a note on active and passive voice.
12. (a) Write a short note on verbal and non-verbal communication.
Or
(b) Discuss Formal and Informal Communication.
13. (a) Prepare an agenda for your College Annual Day function.
Or
(b) Write a Minute for the Student Election Board meeting held.
14. (a) What are the advantages of E-mail?
Or
(b) What are the steps in writing a Report?
15. (a) What are the parts of Resume?
Or
(b) What are the characteristics of job interview?

PART C — (5 × 8 = 40 marks)

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 600 words.

16. (a) Discuss Tenses.
Or
(b) Write a note on Parts of Speech with examples.
17. (a) Write an essay on communication.
Or
(b) Differentiate Formal and Informal Greetings.
18. (a) Write a minute for a Student Representative meeting held with the Principal.
Or
(b) Prepare an Agenda for the Teacher's Day to be held at your College.
19. (a) Write a letter to your Principal for obtaining a Bonafide Certificate.
Or
(b) Write a letter to your Chairman of Municipal corporation explaining the road encroachments in your area.
20. (a) Prepare a Resume for a job interview.
Or
(b) What are the characteristics of a Job Interview.