

**FIRST SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2022****COMMON COURSE IN ENGLISH (B.Com Honours & B.Sc. Honours in Mathematics)****GENG1A08T: COMMUNICATIVE ENGLISH****Time: 3 Hours.****Maximum Marks: 80****PART A: Answer all the questions. Each carries 1 mark.**

1. Reading short stories is an example of \_\_\_\_\_ reading.  
a. intensive      b. scanning      c. extensive      d. none of the above
2. Business letters produce immediate effect because they are \_\_\_\_\_.  
a. interesting      b. informal      c. brief      d. formal
3. 'Can' is a \_\_\_\_\_ auxiliary.  
a. Primary      b. Modal      c. Secondary      d. Tertiary
4. What is the primary purpose of the report?  
a. to control problems, sell products and services.  
b. to analyze problems, and predict practical alternatives.  
c. to monitor and control production, sales, shipping etc.  
d. to solve problems and supply facts.
5. In business, the purpose of writing is mainly to \_\_\_\_\_.  
a. entertain      b. both inform and persuade      c. inform      d. persuade.
6. 'Each other' is a \_\_\_\_\_ pronoun.  
a. demonstrative      b. reflexive      c. reciprocal      d. personal
7. The river Ganges flows \_\_\_\_\_ Uttar Pradesh.  
a. during      b. Against      c. through      d. above
8. You may find that \_\_\_\_\_ European vacation is just what you need.  
a. a      b. an      c. the      d. No article is needed
9. If I were you, I \_\_\_\_\_ do it.  
a. would have      b. would      c. will      d. Will have
10. In 'He has finished the work', the verb is in \_\_\_\_\_ tense.  
a. Simple present      b. Present perfect      c. Past perfect      d. Present continuous

**(10 x 1 = 10 Marks)****(PTO)**

**PART B: Answer any 8 questions. Each carries 2 marks**

11. What is a circular?
12. Differentiate between Skimming and Scanning.
13. Use 'have' as a main verb and auxiliary verb.
14. 'Rahul sings melodious songs.' Label the words in the sentence as Parts of Speech.
15. Define advertisements and its types.
16. What is effective communication?
17. 'Hardwork results \_\_\_\_\_ success.' Supply the missing preposition.
18. 'We watched a movie yesterday. Movie was very good.' Rewrite the sentence correctly.
19. 'Everyone of those books \_\_\_\_ (is, are) fiction. Complete the sentence.
20. What is a press release?

(8 x 2 = 16 Marks)

**PART C: Answer any 6 questions. Each carries 4 marks:**

21. Essential features of a business letter.
22. Statutory reports.
23. Draft the proceedings of a seminar organised in your college on World Environment Day.
24. Write a notice inviting names of the students for an interclass football competition.
25. What are the aims and objectives of Close reading?
26. Write a report of the College day celebrations of your college.
27. What is the purpose of intensive reading?
28. Each of the given sentences has a mistake. Identify the mistake and rewrite them correctly.
  - a. He boldly swimmmed across the river.
  - b. Mathew is best player in the team.
  - c. I got some interesting informations from him.

(6 x 4 = 24 Marks)

**PART D: Answer any 2 questions. Each carries 15 marks.**

29. Prepare a covering letter and a resume for the post of Junior Scientist in The Spices Board of India.
30. Write a letter to ABC metals asking for a quotation for 50 tables for your office.
31. Explain the role of advertisements in the business world and their relation with the economy.
32. You are participating in a debate competition on the topic 'Should mobile phones be banned in colleges after the Pandemic.' Write your script against the topic to be presented in the competition.

(2 x 15 = 30 Marks)