

FIRST SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2023**(Regular/Improvement/Supplementary)****B.Com. PROFESSIONAL****JENG1A02T: FUNCTIONAL GRAMMAR AND COMMUNICATION IN ENGLISH****Time: 3 Hours****Maximum Marks: 80****PART A: Answer *all* the questions. Each carries *one* mark.**

1. Choose the option that combines the following simple sentences into one complex sentence containing an adjective clause-
This is an area of study. There is much controversy and debate in this area of study.
 - i. This is an area of study of much controversy and debate.
 - ii. This is a controversial and debatable area of study.
 - iii. This is a controversial area of study to debate upon.
 - iv. This is an area of study where there is much controversy and debate.
2. Select the adjective clause(s) in the below-given sentence from the options provided: There was Virginia Boote, the food and restaurant critic, who had once been a great beauty but was now a grand and magnificent ruin, and who delighted in her ruination.
 - i. "The food and restaurant critic"
 - ii. "Who had once been a great beauty"
 - iii. "Who had once been a great beauty but was now a grand and magnificent ruin"
 - iv. "Who had once been a great beauty but was now a grand and magnificent ruin" and "who delighted in her ruination"
3. Fill in with a noun clause:
It is perhaps understandable that _____.
4. Convert the following sentence to the specified tense form.
The blacksmith walked along without seeing anything. (Present Progressive)
5. Rearrange the following words into a meaningful sentence.
Handed/ My/ She/ Me/ Tea/ Of/ Cup
6. Fill in with the appropriate form of the verb:
After every proper deduction _____ (verb: be; tense: present perfect) made, enough _____ (verb: remain; tense: simple present) to fix this era as "by far the mightiest in the history of Wakanda."
7. Convert from passive to active:
The baby was passed over the front seat to the grandmother by the children's mother.
8. There is nothing like a separate future tense corresponding to present tense and past tense because it does not have a _____ that can be isolated.
9. Which of the following is not a personality trait that a candidate should possess to do well in a Group Discussion?
 - i. Logical ability
 - ii. Initiative
 - iii. Tardiness
 - iv. General awareness

(PTO)

10. When should one not use a functional CV?
- When one is planning to switch over to a new career.
 - When you are a fresh graduate.
 - When there is a break in service.
 - When there is a difference in the nature of work between the present job and the new job that you seek.

(10 x 1 = 10 Marks)

PART B: Answer any *eight* questions. Each carries *two* marks.

11. What are collocations? Give two examples to substantiate your definition.
12. Detail any two uses of a comma with relevant examples.
13. Fill in the blanks:
- While conjunctions and conjunctive adverbs generally show the relationship between two _____, prepositions are used to show connections between ideas within clauses.
 - In order to show that something is of negative meaning, a negative sentence is formed by adding 'not' after the first _____ verb in the positive sentence.
14. Convert to indirect speech:
- "It's only four hours a day, and I should not think of leaving," said I.
 - "I make nothing of it," I answered frankly. "It is a most mysterious business."
15. What are phrasal prepositions? Give an example of a sentence that uses a phrasal preposition.
16. Write any two features of formal communication.
17. List two intrapersonal barriers in communication.
18. Briefly analyse information overload as an organisational barrier in communication.
19. What is 'grapevine' in communication?
20. Define a case study.

(8 x 2 = 16 Marks)

PART C: Answer any *six* questions. Each carries *four* marks.

21. Identify whether the following sentences are simple, complex, compound or compound-complex.
- The bald noble man unstopped a crystal flag on and poured clear blue wine into a goblet.
 - My mind, usually teeming and coruscating with fine schemes, was a perfect blank.
 - He could have told you the exact value and the probable provenance of each jewel.
 - October was in the chair, so it was chilly that evening, and the leaves were red and orange and they tumbled from the trees that circled the grove.
22. Transform the following sentences as indicated within brackets, without changing the meaning.
- I had parents who liked to know where I was. (Negative)
 - How I wished to have a brother! (Declarative)
 - I went back to the kitchen and poured myself another Coke, and filled a cup with water from the tap. (Complex)
 - Now, the conservatory was empty. (Negative)
23. Punctuate the below-given sentences correctly:
- i am an academic said Professor Mandalay and thus have no finely developed senses that would be comprehensible to anyone who has not ever needed to grade papers without actually reading the blessed things still i find the whole thing remarkably suspicious if this Sunbird is so tasty why have i not heard of it.

24. Complete the following using the appropriate form of the verb.
- Soon after my return from Leyden, I _____ (recommend) by my good master Mr. Bates to be surgeon to the Swallow, commandeered by Captain Abraham Pannell.
 - Back then, my leisure hours _____ (spend) in reading the best authors, ancient and modern.
 - The wind was so strong that we _____ (drive) directly upon the rock within half-a-cable's length of the ship.
 - I swam as fortune directed me, and _____ (push) forward by the wind and tide.
25. Fill in with the correct prepositions.
- Doree didn't fit (a) _____ either category. (b) _____ the whole year and a half she had been working she had not bought herself a single new piece (c) _____ clothing. She wore her uniforms at work and her jeans everywhere else. She had got out (d) _____ the way (e) _____ wearing makeup because he hadn't allowed it, and now, though she could have, she didn't. Her spikes of corn-coloured hair didn't suit her bony bare face, but it didn't matter. (f) _____ the third bus she got a seat (g) _____ the window and tried to keep herself calm (h) _____ reading the signs—both the advertising and street signs.
26. Fill in the blanks.
- When a habitual action or universal truth is changed to reported form, the verb remains _____.
 - _____ person pronouns do not normally change in the reported speech.
 - Put the connector word _____ between the reporting and reported speeches.
 - Change the first letter of reported speech into small letter except for _____.
27. Pick out any four tips provided by Meenakshi Raman and Sangeeta Sharma for using a PowerPoint presentation.
28. What is netiquette? Give any two examples of behaviour that qualifies to be netiquette.

(6 x 4 = 24 Marks)

PART D: Answer any *two* questions. Each carries *fifteen* marks

29. Explain the four types of sentences based on functions and identify the type of the sentences given below.
- Wow! That was unbelievable.
 - Goodness! What outrageous thoughts you have!
 - For Pete's sake! Get down from that ledge!
 - Why would you make such an absurd request?
 - I can barely make out what you are saying.
 - Get off the phone!
 - Hand me your ID, please.
 - Will you be able to pick me up from the airport tomorrow?
 - Should they not inform you of the change of plans?
 - Stop interrupting the guest.
 - Kindly condone her absence.

(PTO)

30. Fill in with the appropriate form of the verb in brackets.
- a) It (i) _____ (verb:be; tense:simple present) the downstairs of an old house in one of those semi respectable neighbourhoods in a Midwestern city. No industry whatsoever (ii) _____ (verb:be; tense:present perfect) spent in making it one of those white, cheerful rooms that we commonly think kitchens should be.
 - b) Inside the Pavilion of Recurrence today they (iii) _____ (verb:assemble;tense:present progressive) for a dream of masquerade and high water. The bell(iv) _____ (verb:call; tense:simple present) them in: the figments, the chimaeras,the larval entities that make up the crowd. A raven (v) _____ (verb:perch;tense:simple present) on a sill above the jetty, inspecting them as they disembark.Beneath their long hair they are faceless. One (vi) _____ (verb:carry;tense:present continuous) a tambourine. Others seem to be swirls of paisley and embroidered clothes with no bodies inside them at all.
 - c) The poor relations (vii) _____ (verb:keep; tense:past perfect) in bed all day, with the view of attaining the same happy consummation, but as they (viii) _____(verb:be; tense:past perfect) unsuccessful, they stopped there. Mr. Weller (ix)_____ (verb:keep; tense:simple past) the domestics in a state of perpetual hilarity.
 - d) Branksome Farm is a large old-fashioned house. I (x) _____ (verb:wish;tense:past perfect continuous) to visit the place for the last six months. To any one who has once felt the fascination of a walk in the fresh, pure air and who (xi)_____ (verb:yearn; tense: present perfect) to allow his eyes to wander over milesand miles of open downs, and who has never yet been fortunate enough to find him self in Branksome Downs in fine weather, one can only advise him to go andexplore its beauties for himself.
 - e) I (xii) _____ (verb:drink; tense:simple future) it while I dress and have my breakfast later.
 - f) And you (xiii) _____ (verb:go; tense:present continuous) to do a picture of Turk? That’s nice.
 - g) Mrs. Cope (xiv) _____ (verb:worry; tense:past perfect continuous) about fires inher woods. It was a windy night. She said to the child, “Oh Lord, do pray there won’t be any fires, it’s so windy,” and the child (xv) _____ (verb:grunt;tense:simple past) from behind her book.
31. Prepare minutes of the meeting of the 4th meeting of the Core Committee, AnnualAcademic Conference, XYZ College, Cairo. The main purpose of the meeting is to shortlist the panel presenters who will present their research papers at the conference on the basis of the abstracts that they had turned in. You need four panels, with two presenters in each panel. You also need to plan the inauguration of the conference and decide on a guest speaker who will deliver the keynote address.

(2 x 15 = 30 Marks)