

17. (a) Examine the importance of developing vocabulary in English.

Or

- (b) Write a group discussion on the topic "Necessity to Wear Helmet".

18. (a) Write a note on the art of guiding and controlling Group Discussions.

Or

- (b) How is writing skill important for an effective presentation?

19. (a) Describe the features of a good advertisement and briefly explain the role of advertising in communication.

Or

- (b) Discuss the ways of effectively writing a telegram.

20. (a) Write an essay on the techniques of summary writing.

Or

- (b) Write an essay on topic "Health is Wealth".

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M.A. (CBCS) DEGREE EXAMINATION,
NOVEMBER 2011.

First Semester

English

Non-Major Elective

FUNCTIONAL ENGLISH

(For those who joined in July 2008 onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 1 = 10 marks)

Answer ALL questions.

1. What is passive listening?
2. Define scanning.
3. What is a phrase?
4. What is active vocabulary?
5. What is the ideal strength and timing of a group discussion?

6. Name any two intentions of presentation.
7. Name the formats of a letter.
8. What is the importance of reference in a resume?
9. What are the essential qualities required for a paragraph?
10. What are the different kinds of creative writing?

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Differentiate between listening and hearing.
Or
(b) How will you guess the meaning from the word structure?
12. (a) What are the different uses of a dictionary?
Or
(b) Frame as many words as possible by adding affixes to the following words :
(i) Happy
(ii) Regular
(iii) Consistent
(iv) Reverse
(v) Develop.

13. (a) Write a note on the role of a leader of a Group Discussion.

Or

- (b) Write down the ways the audience remember your presentation.
14. (a) Write a note on the relationship between the salutation and the complementary close.

Or

- (b) What are the main features of good resume?
15. (a) What are the principles of writing a paragraph?

Or

- (b) Describe the structure of an essay.

SECTION C — (5 × 8 = 40 marks)

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

16. (a) Bring out the importance of effective listening skills.
Or
(b) Discuss the ways that one can achieve efficiency in reading.