

(8 pages)

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Code No. : 40201 Sub. Code : ESEN 11

B.A. (CBCS) DEGREE EXAMINATION, APRIL 2025.

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. Kavitha found _____ interesting book at the library.
- (a) a (b) An
(c) The (d) with

2. Identify the sentence with the correct use of a semicolon.
- (a) I love icecream; it's my favourite dessert
(b) He played the piano, the audience applauded
(c) She went to store, and bought milk
(d) I like pizza, but I prefer pasta
3. Which of the following is an example of non-verbal communication?
- (a) speaking clearly
(b) Sending text messages
(c) Nodding in agreement
(d) None of these
4. Which of the following is associated with verbal communication?
- (a) Eye contact
(b) Tone of voice
(c) hand gestures
(d) hand shakes

5. The primary purpose of an Agenda in a meeting is _____

- (a) To summarize previous meeting's discussions
- (b) To outline topics and objectives to be covered
- (c) To record the minutes of the meeting
- (d) To provide the personal opinions

6. What is the key element to consider when writing a message?

- (a) Use complex language
- (b) Include personal anecdotes
- (c) Lengthy explanations
- (d) Clarity and conciseness

7. The type of letter used for official or business communication is _____

- (a) Formal letter
- (b) Informal letter
- (c) Personal letter
- (d) Casual letter

8. The recommended tone for an informal letter is – _____

- (a) Professional
- (b) Casual and friendly
- (c) Strict and formal
- (d) Informative

9. The key component in a successful interview is – _____

- (a) Confidence
- (b) Nervousness
- (c) Arrogance
- (d) Indifference

10. The main focus in a professional presentation should be _____

- (a) Visual effects
- (b) Lengthy content
- (c) Clarity and coherence
- (d) Complex language

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 active and passive voice, with examples.

Or

- (b) What is the role of adverbs in a sentence. Provide examples of how they modify verbs or other adverbs.

12. (a) Distinguish formal greetings from informal greetings.

Or

- (b) In what context would you typically use Non-Verbal communication. Elucidate with examples.

13. (a) Define the purpose of an agenda in a meeting and list some benefits of having a well-prepared agenda.

Or

- (b) What is the significance of taking minutes during a formal business meeting?

14. (a) Write a note on the key elements of an effective E-mail message. Provide at least three essential components.

Or

- (b) What are the various types of business letters?

15. (a) What is a functional Resume?

Or

- (b) Discuss the techniques and strategies used to capture and maintain audience attention during a presentation.

PART C — (5 × 8 = 40 marks)

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

Each answer should not exceed 600 words.

16. (a) Provide a comprehensive overview of the guidelines and best practices for effective proof reading.

Or

- (b) Explain the concept of tenses in English grammar. Provide examples and elaborate on how the choices of the same can impact the meaning and clarity of a sentence.

17. (a) Compare and contrast Verbal and Non-Verbal communication. Provide examples and illustrate the variations.

Or

- (b) Differentiate between formal and informal greetings in written communication. Provide examples of each and explain their appropriate.
18. (a) Elaborate the guidelines for writing minutes of a meeting with appropriate example.

Or

- (b) Define Agenda How to write an effective Agenda. Illustrate with an example.
19. (a) Imagine you are the chairperson of the College Union. Write a formal letter to the Principal requesting permission to organise a charity event in the campus.

Or

- (b) You recently attended a friends birthday party. Write a letter to express your gratitude for the invitation, sharing memorable moments.

20. (a) Imagine you are applying for a marketing position in a reputable company. Create a Resume.

Or

- (b) You are tasked with giving a presentation on the benefits of adopting sustainable green environment in your campus. Design a presentation outline.
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