



*K. Sambath*

Avinashilingam Institute for Home Science and Higher Education for Women  
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)  
Re-accredited with A++ Grade by NAAC. Recognized by UGC under Section 12B  
Coimbatore - 641 043, Tamil Nadu, India

Continuous Internal Assessment II October 2024  
Semester I

Class: I UG  
Major: All Majors

Time: 2 hours  
Max. Marks: 60

Ability Enhancement Compulsory Course - I  
23BAEEEC1 - English for Communication

Course outcomes:

At the end of the course, students will:

1. Apply the skills and strategies of a successful listener
2. Write with clarity, accuracy, and relevant for various purposes
3. Use language appropriately to suit formal and Informal contexts
4. Differentiate between ways of reading
5. Use effective communication skills essential for academic and professional context

Part A

6x1=6

Choose the correct answer

1. In good essays, good arguments combine general claims with particular examples and \_\_\_\_\_.  
(a) Assumptions (b) Specific evidences (c) Statements (d) Arguments  
CO2K2
2. \_\_\_\_\_ is a writing which aims at persuading and convincing the reader by appealing to his/her mind.  
(a) Descriptive (b) Narrative (c) Expository (d) Argumentative  
CO2K2
3. An \_\_\_\_\_ written to seek information from other organization  
(a) informal letter (b) enquiry letter (c) complaint letter (d) adjustment letter  
CO3K3
4. The abbreviation FAO stands for \_\_\_\_\_.  
(a) fast action (b) for administration purpose  
(c) for the attention of (d) for authorities use  
CO3K3
5. It is not advisable to start the \_\_\_\_\_ issue too early in the interview.  
(a) salary (b) promotion (c) union (d) allowance  
CO3K3
6. For an interviewer lack of knowledge from the side of the candidate indicates no \_\_\_\_\_.  
(a) perfection (b) sincerity (c) leadership (d) truth  
CO3K3

Part B

3x6 = 18

Answer ALL Questions

Each answer should not exceed 400 words or two pages

- 7.a. Explain briefly the four major classification of essays.  
(or)  
CO2K2
- 7.b. Recall the six steps in the right order, involved in good writing .  
CO2K1
- 8.a. Write down some of the opening and closing phrases of formal letters.  
(or)  
CO3K3
- 8.b. List out the expressions to begin and close an informal letter.  
CO3K3
- 9.a. Explain the steps to follow in Pre-interview planning.  
(or)  
CO5K4
- 9.b. Illustrate the qualities required for an interviewee.  
CO5K3

**PART-C**  
**Answer ALL Questions**

**3x12=36**

**Each answer should not exceed 800 words or four pages**

- 10.a.** Write an expository essay on "The Influence of Technology in Our Daily Lives". CO2K6
- (or)
- 10.b.** Prepare an essay on "My School Days". CO2K6
- 11.a.** Draft a letter to the editor of a newspaper complaining against the frequent breakdown of electricity in your locality. CO3K6
- (or)
- 11.b.** Compose a letter to your mother describing about the examinations and holiday plan. CO3K6
- 12.a.** Create a covering letter and Prepare a resume for Marketing Executive Post in Reymount Pvt.Ltd, Coimbatore. CO5K6
- (or)
- 12.b.** Elucidate the steps to be followed during the time of the interview. CO5K6

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