

27/11/24



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

Bachelor's Degree Examination - November 2024
I Semester

Class : I UG / 2023 Batch
Major : All Majors

Time : 3 Hours
Max. Marks : 100

23BAEEEC1 English for Communication

Course Outcomes:

- CO1. Apply the skills and strategies of a successful listener
CO2. Write with clarity, accuracy, and relevance for various purposes
CO3. Use language appropriately to suit formal and Informal contexts
CO4. Differentiate between ways of reading
CO5. Use effective communication skills essential for academic and professional context

Part A

10 x 1 = 10

Choose the Correct Answer

1. An active listener. CO1K2
 - a. frequently interrupts
 - b. keenly observes
 - c. is aggressive
 - d. gets distracted easily
2. Listening comprehension primarily involves _____. CO1K2
 - a. Speaking
 - b. Writing
 - c. Understanding
 - d. Reading
3. Select the most appropriate way to introduce yourself while making a professional telephone call. CO3K3
 - a. "Hi, it's me. How's it going?"
 - b. "Hello, this is [Your Name] from [Your Company]. May I speak with [Recipient's Name]?"
 - c. "Hey, I'm [Your Name]. What's up?"
 - d. "Hi, can you connect me to [Recipient's Name]?"
4. _____ Approach is most effective in a context-based conversation where you need to discuss a project update. CO5K3
 - a. Start with unrelated small talk before diving into the project details.
 - b. Immediately state the project update without any greeting or context.
 - c. Begin with a brief introduction, state the purpose of the call, and then provide the project update.
 - d. Interrupt the recipient and provide the update without acknowledging their time.
5. _____ is the technique that involves quickly reading text to find specific information. CO4K2
 - a. Skimming
 - b. Scanning
 - c. Detailed
 - d. Contextual
6. _____ is the term for reading with the aim of understanding and analyzing the main ideas and arguments. CO4K2
 - a. Skimming
 - b. Detailed
 - c. Scanning
 - d. Speed
7. _____ Dear Sir / Madam is called in an official letters. CO2K3
 - a. Salutation
 - b. Reference
 - c. Context
 - d. Opening
8. _____ is the type of letter that is usually written to friends or family and has a casual tone. CO2K3
 - a. Formal
 - b. Offline
 - c. Informal
 - d. Professional
9. Discussion on _____ should be avoided during an interview. CO5K2
 - a. Salary
 - b. Qualifications
 - c. Skills
 - d. Career path
10. _____ is the document that typically outlines your skills, experience, and education when applying for a job. CO3K2
 - a. Cover letter
 - b. Resume
 - c. Report
 - d. Invoice

Part B
Answer ALL questions
Each answer should not exceed 400 words or two pages

5 x 6 = 30

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| 11.a. Differentiate between listening and speaking skills.
(or) | CO5K4 |
| 11.b. Write a note on active listening in the workplace. | CO1K2 |
| 12.a. Write a self introduction of yourself.
(or) | CO2K3 |
| 12.b. Write a note on telephone conversation etiquette. | CO5K4 |
| 13.a. Significance of communication skills in English – Discuss.
(or) | CO5K4 |
| 13.b. Characteristics of a good speech – Discuss. | CO3K3 |
| 14.a. LSRW skills are essential to secure a job – Discuss.
(or) | CO3K3 |
| 14.b. Choose a context of your own and write a conversation between two friends. | CO3K3 |
| 15.a. Explain the essential steps in job interview preparation.
(or) | CO5K4 |
| 15.b. Write your own resume. | CO5K3 |

Part C
Answer ALL questions
Each answer should not exceed 800 words or four pages

5 x 12 = 60

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| 16.a. The characteristics of a good listener – Discuss.
(or) | CO1K6 |
| 16.b. Significance of speaking skills – Discuss. | CO3K4 |
| 17.a. Write a telephone conversation between mother and the daughter who stays the hostel.
(or) | CO2K5 |
| 17.b. Write a letter to your friend sharing your experience of abroad visit. | CO2K5 |
| 18.a. Explain the types of reading.
(or) | CO4K4 |
| 18.b. Write a formal letter of application, applying for the post of Assistant Professor. | CO2K5 |
| 19.a. Differentiate between formal and informal letters.
(or) | CO3K4 |
| 19.b. Write a mock interview imagining that you have applied for the post of lecturer in English. | CO5K5 |
| 20.a. Write an essay on "My favourite place" to spend my holidays.
(or) | CO2K4 |
| 20.b. Significance of reading skills – Discuss. | CO2K4 |
