

FIRST SEMESTER B.A./B.Sc. DEGREE EXAMINATION, NOVEMBER 2019**(CBCSS—UG)****Functional English****FEN 1B 01—COMMUNICATION SKILLS IN ENGLISH****(2019 Admissions)****Time : Two Hours and Half****Maximum : 80 Marks**

I. Read the following questions and do as directed. All questions can be answered, each question carries 2 marks :

- 1 What are the elements of non verbal communication ?**
- 2 What is the role of cyber in communication ?**
- 3 What is the purpose of writing a report ?**
- 4 What is communication ?**
- 5 Write any *two* merits of Email ?**
- 6 Reeta meets her friend Swomiya since after her school days. They are going to speak with each other after a very long time. Develop a communication with could.**
- 7 In a dress purchase with your friend, you wanted to contrast her opinion in her selection of dress, write a sentence in which you insist on proper choice.**
- 8 Write a sample sentence that would be used to start a vote of thanks.**
- 9 Write a set of dialogue between a doctor and patient.**
- 10 Write the important feature of an article in journalism.**
- 11 What is mass-line communication ?**
- 12 Write any aspects of verbal communication.**
- 13 You are a journalist attending a press conference on the opening ceremony of a jewelry showroom use appropriate expression for interrogation ; put a question to the cinema celebrity.**
- 14 Write a sample sentence which can be used in a welcome address.**
- 15 Write two slogans about use of communication.**

(Ceiling - 25 marks)**Turn over**

II. Read the following questions and do as directed. All questions can be answered, each question carries 5 marks :

- 16 Write a report to the Police on a fire accident that occurred on Diwali festival.
- 17 Write a review of any book which you have recently read.
- 18 Mention the type of work done by children as laborers.
- 19 Write the types of communication and explain briefly.
- 20 Write a brief note on parts of speech in English.
- 21 What are things you are expected to do "before" and "during" answering the telephone ?
- 22 Write the sentences with proper subject verb agreement.
- 23 What are the essential components of a report ?

(Ceiling - 35 marks)

III. Read the following questions and Answer any *two* of the following in not more than 250 words.

- 24 Write the format of writing a formal letter and explain it.
- 25 Explain the different types of notes and important features of business communication.
- 26 Explain the basic speaking skills.
- 27 Discuss about the advantage and disadvantage of communicating in groups.

(2 × 10 = 20 marks)