

Reg. No. :

Name :

**II Semester B.A./B.Sc./B.Com./B.B.A./B.B.A.(T.T.M.)/B.B.A.(R.T.M.)/
B.T.T.M./B.B.M./B.C.A./B.S.W./B.Sc.(LRP) Degree
(CBCSS – Supple./Improv.) Examination, April 2020
(2014-2018 Admissions)
COMMON COURSE IN ENGLISH
2A03 ENG : Communicative English – II**

Time : 3 Hours

Max. Marks : 40

- I. Answer **any one** of the following questions in **not** more than **200** words : **(1×6=6)**
- 1) Write an essay on the basic functions of communication.
 - 2) What do you understand by the term 'communication' ? What are the different forms of communication ? Explain.
- II. Answer **any one** of the following questions in **not** more than **200** words : **(1×6=6)**
- 3) How important is the role of etiquette in telephone conversation ? Write an essay on effective telephonic skills.
 - 4) What are some of the basic skills required while appearing for an interview ? Explain.
- III. Answer **four** of the following questions in **not** more than **80** words **each** : **(4×4=16)**
- 5) Write a short note on blogs.
 - 6) Write a short note on effective presentation skills.
 - 7) How important is the process of editing in publication ?
 - 8) What are some of the barriers to effective communication ?
 - 9) Imagine you are seeking information about a job vacancy in a reputed organisation. Construct a conversation of 4-5 exchanges with the officer-in-charge.
 - 10) The importance of non-verbal communication.



IV. Answer **any 12** of the following questions as directed :

11) Join the two sentences given below using a noun clause :
The manager committed the blunder. It is certain.

12) Underline and identify the type of adverbial clause in the sentence :
After the match ended, we left for our homes.

13) Rewrite the sentence, changing its voice :
The children have broken the window pane.

14) Rewrite into indirect speech :
He said, "I must work hard".

15) Change the following affirmative sentence into a negative one retaining the original meaning :
James runs faster than Peter.

16) Frame a question that elicits the following answer :
Ravi will prepare the draft today itself.

17) Combine the following simple sentences to form a compound sentence :
He got the first prize. He was happy.

18) Change the given sentence into a simple sentence :
When he was a child, Lincoln did not go to school.

19) Insert suitable punctuation marks wherever necessary :
Oh no she said shes not lame really

20) Insert a suitable phrasal verb having the same meaning as the word given in brackets.
Her father _____ (died) last week.

21) Substitute a suitable idiomatic expression for the underlined portion :
He revealed the secret to everyone.

22) Correct the following sentence :
He suspect that there might be a gas leak.

23) Give the full form of the following acronyms :
UNICEF, AIDS

24) Correct the following sentence :
Rohan is a very imaginary person.

25) What do you call a person who does not believe in God ?