

F-5794

Sub. Code

7BENE3B

B.A. DEGREE EXAMINATION, NOVEMBER 2021.

Sixth Semester

English

***Elective* — WRITTEN COMMUNICATION**

(CBCS – 2017 onwards)

Time : 3 Hours

Maximum : 75 Marks

Part A

(10 × 2 = 20)

Answer **all** questions.

1. Define 'Letter'.
2. What is a communication letter?
3. What are four methods of communication?
4. How do you describe narration?
5. What are the important steps of note making?
6. What is the format of note making?
7. Write a short note on 'Reporting'.
8. Write a short note on 'Arguing'.
9. How do you express thanks and gratitude?
10. What is the best way to express one's self?

Part B

(5 × 5 = 25)

Answer **all** questions, choosing either (a) or (b).

11. (a) How do you write an opening letter?

Or

- (b) Write a paragraph on the importance of communication.

12. (a) How do you ask a question in a presentation?

Or

- (b) Write a paragraph on narrating techniques.

13. (a) What is the difference between summary and note making?

Or

- (b) Write about the 'mechanics of linear note making'.

14. (a) What are the types of reporting? Explain.

Or

- (b) 'Imagine that you have a heated argument with your friend regarding the usage of mobile phone.'

15. (a) Pen your opinion on "smartphones : both enablers and disablers of education".

Or

- (b) Express your thoughts on the 'Rising cult of creative entrepreneurship on social media'.

Part C

(3 × 10 = 30)

Answer any **three** questions.

16. Write a letter to the Manager of a food co-operation company to allow couple of your college students to do internship in their company.
 17. Write a detail essay on different ways of presenting information.
 18. Write about the importance of 'note-making' and the rules, followed in it and also give one example to substantiate it.
 19. 'Cultural society sunshine public school, Chennai organised an adult literacy camp in neighbourhood. Write a report in 200 words on the camp for your school news letter. You are P.V. Sunitha, Secretary.
 20. Express yourself and your criticism on 'violence against women in India' in 200 words.
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