

F-2675

Sub. Code

7BENA1

UG DEGREE EXAMINATION, NOVEMBER 2019

English

Allied - DEVELOPING LANGUAGE SKILLS

(CBCS – 2017 onwards)

Time: 3 Hours

Maximum: 75 Marks

Part A

(10 × 2 = 20)

Answer **all** questions.

1. How do you understand sentence structure?
2. What are the different training methods?
3. How do you greet your superiors?
4. How would you introduce others done by a common person?
5. What is accepting?
6. How do you refuse permission?
7. What is an agenda?
8. Define minutes.
9. What are the basic steps in a curriculum vitae?
10. What is the main aim of group discussions?

Part B

(5 × 5 = 25)

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

11. (a) Comment on the bad reading habits.

Or

- (b) Discuss the sub – skills of reading.

12. (a) What are the different ways of responding to greeting?

Or

- (b) How would you introduce yourself?

13. (a) You could not attend your friend's birthday party. Write a letter apologizing for your absence.

Or

- (b) How would you ask and give permission?

14. (a) Explain how different letters should be written.

Or

- (b) Analyze the format of the minutes.

15. (a) Explain the guidelines to be followed in Group Discussion.

Or

- (b) How does personal letter differ from other kinds of letter?

Part C

(3 × 10 = 30)

Answer any **Three** questions.

16. Examine the significance of skimming and scanning while reading a text.
 17. Describe the different ways of introducing others.
 18. How are invitations planned and written? Prepare a sample wedding invitation.
 19. Examine the mode, method, technique of writing an agenda.
 20. Prepare a curriculum vitae for the post of Marketing Executive.
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