

F-6158

Sub. Code

7BENA1

U.G. DEGREE EXAMINATION, NOVEMBER 2021

English

***Allied* — DEVELOPING LANGUAGE SKILLS**

(CBCS – 2017 onwards)

Time : 3 Hours

Maximum : 75 Marks

Part A

(10 × 2 = 20)

Answer **all** questions.

1. Define skimming.
2. What are the three different styles of reading strategies?
3. Identify whether the following greetings are formal/informal.
4. (a) Good afternoon ———.
- (b) I hope all is well with you ———.
- (c) How would you greet people you know already?
5. How would you politely decline an invitation to a colleague's b'day party?
6. Define apology.
7. What are the different types of letters?
8. What is the purpose of writing minutes?
9. What is called a group discussion?
10. What was the use of the postal telegram?

Part B

(5 × 5 = 25)

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

11. (a) What are the differences between skimming and scanning?

Or

- (b) What are the skills involved in scanning?

12. (a) Give five common formal ways of saying 'hello'.

Or

- (b) Name atleast four most frequently used 'topics of conversation' between two people who have just been introduced.

13. (a) Mention atleast five phrases that can be used to express apology.

Or

- (b) How would you write a letter apologizing for your absence at your friend's 25th birthday party?

14. (a) What is called an agenda and how is it used?

Or

- (b) What is the difference between agenda and minutes?

15. (a) What are the skills required in group discussion?

Or

- (b) What is a C.V career profile?

Part C

(3 × 10 = 30)

Answer any **three** questions.

16. Examine how skimming and scanning can make you a flexible reader.
 17. Make a list of the expressions used as greetings in both formal and informal contexts.
 18. Write five phrases (each) asking for permission and five phrases for denying permission.
 19. Examine how the agenda is used to determine the goal of a meeting.
 20. What are the salient tips the one should remember during group discussion?
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