



K16U 1138

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. Degree (CCSS – Reg./Supple./Improv.)
Examination, May 2016
COMMON COURSE IN ENGLISH
2A03 ENG : Communicative English – II
(2014 Admn. Onwards)**

Time : 3 Hours

Max. Marks : 40

- I. Answer **any one** of the following questions in **not** more than **200** words : (1×6=6)
- 1) What are the chief features of non-verbal communication ?
 - 2) What does the term “communication” imply ? Why is effective communication vital in today’s world ?
- II. Answer **any one** of the following questions in **not** more than **200** words : (1×6=6)
- 3) Discuss the various aspects of telephonic skills.
 - 4) Write an essay on the basic skills that should be acquired to face an interview.
- III. Answer **four** of the following questions in **not** more than **80** words **each** : (4×4=16)
- 5) What are the processes involved in proof reading ?
 - 6) What are the advantages and disadvantages of written communication ?
 - 7) Imagine you are seeking some information about making a trip to Shimla. Construct a conversation with the travel agent.
 - 8) Write a note on the significance of proxemics.
 - 9) What are the basic points to be remembered while writing an email ?
 - 10) Why are blogs considered to be a popular means of communication ?
- IV. Answer **any 12** of the following questions as directed : (12×1=12)
- 11) Join the two sentences given below using a noun clause :
I declare something. I don’t have any dutiable goods with me.
 - 12) Underline and identify the type of adverbial clause in the sentence :
Since time is precious, I would like to make my speech brief.

P.T.O.



- 13) Rewrite the sentence, changing its voice.
The committee cut the budget.
- 14) Rewrite into indirect speech :
Kate said to me, "I know the way".
- 15) Change the following affirmative sentence into a negative one retaining the original meaning.
You are too young to run a family.
- 16) Frame a question that elicits the following answer :
There is no use of this software any more.
- 17) Combine the following simple sentences to form a compound sentence.
You must go. I shall slap you.
- 18) Change the given sentence to a simple sentence.
He must return the money, or he will be punished.
- 19) Insert suitable punctuation marks wherever necessary.
Milton the great Puritan poet went blind at the age of forty-four
- 20) Insert a suitable phrasal verb having the same meaning as the word given in brackets.
He _____ (cancelled) the meeting.
- 21) Substitute a suitable idiomatic expression for the underlined portion.
Please be polite when you talk to your teacher.
- 22) Fill in the blank with a synonym of the word given in brackets :
She was _____ (kind) to all around her.
- 23) Give the full form of the following acronyms :
WHO, ISI.
- 24) Correct the following sentence :
Mr. Prabakar is the principle of our college.
- 25) What do you call the practice of having many wives ?
