



Reg. No. :

Name :

**III Semester B.A. Degree CBCSS (OBE) – Regular
Examination, November 2020
(2019 Admission Only)
CORE COURSE IN FUNCTIONAL ENGLISH
3B04FNG : Writing Skills**

Time : 3 Hours

Total Marks : 40

PART – A

I. Answer the following in a word or phrase **each** : **(6×1=6)**

- 1) The following are the primary colors red, blue, and yellow (Use appropriate punctuation marks)
- 2) The woman is looking _____ her daughter. (Use correct preposition)
- 3) Frame a question.
I am going to Delhi.
- 4) He spilled _____ milk all over the floor. (Use appropriate article)
- 5) Rewrite using the tense indicated in the bracket.
We buy vegetables from the market. (Present Perfect)
- 6) Complete the sentence using correct question tags.
The trip is very expensive, _____ ?

PART – B

II. Answer **any six** of the following : **(6×2=12)**

- 7) Hyperbole.
- 8) Irony.
- 9) Redundancy.
- 10) Argumentative type of writing.



- 11) Blogging.
- 12) Prosody.
- 13) Resumes.
- 14) Articles.

PART – C

III. Answer **any four** of the following : (4×3=12)

- 15) Write a review of a film that you have seen last.
- 16) Make brief notes on the passage given below :

Effective speaking depends on effective listening. It takes energy to concentrate on hearing and to concentrate on understanding what has been heard. Incompetent listeners fail in a number of ways. First, they may drift. Their attention drifts from what the speaker is saying. Second, they may counter. They find counter-arguments to whatever a speaker may be saying. Third, they compete. Then, they filter. They exclude from their understanding those parts of the message which do not readily fit with their own frame of reference. Finally, they react. They let personal feelings about a speaker or subject override the significance of the message which is being sent.

What can a listener do to be more effective ? The first key to effective listening is the art of concentration. If a listener positively wishes to concentrate on receiving a message his chances of success are high. It may need determination. Some speakers are difficult to follow, either because of voice problems or because of the form in which they send a message. There is then a particular need for the determination of a listener to concentrate on what is being said. Concentration is helped by alertness. Mental alertness is helped by physical alertness. It is not simply physical fitness, but also positioning of the body, the limbs and the head. Some people also find it helpful to their concentration if they hold the head slightly to one side. One useful way for achieving this is intensive note-taking, by trying to capture the critical headings and sub-headings the speaker is referring to.



Note-taking has been recommended as an aid to the listener. It also helps the speaker. It gives him confidence when he sees that listeners are sufficiently interested to take notes; the patterns of eye-contact when the note-taker looks up can be very positive; and the speaker's timing is aided-he can see when a note-taker is writing hard and can then make effective use of pauses.

Posture too is important. Consider the impact made by a less competent listener who pushes his chair backwards and slouches. An upright posture helps a listener's concentration. At the same time it is seen by the speaker to be a positive feature amongst his listeners. Effective listening skills have an impact on both the listener and the speaker.

- 17) Write a letter to your bank, requesting to open a new account.
- 18) Blog about ten different food hubs you want to recommend.
- 19) Write a newspaper article about the post covid scenario.
- 20) You are the college union chairman. Write a notice for your college notice board to inform students of the upcoming Fine arts festival.

PART – D

IV. Answer **any two** of the following essays : (2×5=10)

- 21) Write an essay about the topic 'Environment and You'.
- 22) Write an essay on the importance of editing and proof reading.
- 23) Write an application letter for the job of a technical manager with your resume.
- 24) Write an essay on types of Plagiarism and how to avoid it.