



K24U 3475

Reg. No. : .....

Name : .....

**III Semester B.A. Degree (C.B.C.S.S. – O.B.E.-Regular/Supplementary/  
Improvement) Examination, November 2024  
(2019 to 2023 Admissions)  
CORE COURSE IN FUNCTIONAL ENGLISH  
3B04 FNG : Writing Skills**

Time : 3 Hours

Max. Marks : 40

**PART – A**

- I. Answer the following in a word or phrase each. (6×1=6)
- 1) i can't believe it – (Use appropriate punctuation).
  - 2) Add the appropriate article :
    - a) \_\_\_\_ Saharan desert is truly a sight to behold.
    - b) There was \_\_\_\_ burger shop near his house.
  - 3) Reorder the following into a sentence according to the rules of word order.  
Emerged/team/the/cricket/victorious/the/in/championship
  - 4) Give the plural form of the following words :
    - a) Child
    - b) Cactus
  - 5) Change the following sentence into the present continuous tense.  
She had written a letter.
  - 6) Rewrite the following using question tags.  
They are not coming.

**PART – B**

- II. Answer any six of the following questions : (6×2=12)
- 7) Purpose in writing.
  - 8) Concluding paragraph.
  - 9) Coherence in the building of a written text.

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- 10) Her cheeks were soft petals of a red rose – Rewrite the sentence using a simile.
- 11) Define and give an example for a metaphor.
- 12) Context in writing.
- 13) Descriptive writing style.
- 14) Grammar and its importance.

**PART – C**

- III. Answer any four of the following questions : (4×3=12)
- 15) Prepare a notice for the department level quiz competition at your college.
  - 16) Outline the format of a book review.
  - 17) Prepare the minutes of a meeting of the college nature club before World Environment Day.
  - 18) Prepare a memo written by the department head at a publishing house informing the employees of a meeting in the afternoon.
  - 19) Prepare a letter to the principle of your college requesting permission to conduct a department fest in the month of November.
  - 20) Prepare the content for a blog that features the celebration of International Women's day in your college.

**PART – D**

- IV. Answer any two of the following : (2×5=10)
- 21) Explain the process of editing texts as part of writing.
  - 22) Explain the importance of the process called proofreading.
  - 23) Explain the argumentative style of writing and its uses.
  - 24) Elaborate on the different written forms in the language of English.

66.23  
8.98