

FUNCTIONAL ENGLISH

(Common to all branches)

Time: 3 hours

Max. Marks: 70

PART – A
(Compulsory Question)

- 1 Answer the following: (10 X 02 = 20 Marks)
- (a) Define a paragraph.
 - (b) What are the three steps involved in letter writing process?
 - (c) What are the functions of note making?
 - (d) What are the purposes of role play?
 - (e) Write any four homophones.
 - (f) Write any two advantages of SMS.
 - (g) What is the importance of group discussion skills?
 - (h) What are the ethics to be followed in a debate?
 - (i) Define report writing.
 - (j) What are the different types of interview?

PART – B

(Answer all five units, 5 X 10 = 50 Marks)

UNIT – I

- 2 Write a letter to your father inviting him for your college cultural function.

OR

- 3 Write an essay on the elements of formal letter writing.

UNIT – II

- 4 What are the four methods of note-making? Explain in detail.

OR

- 5 Write an essay on the merits and de-merits of solar energy.

UNIT – III

- 6 What are the characteristics of group discussion?

OR

- 7 What are the advantages of E-mail?

UNIT – IV

- 8 Write a review of a film that you have watched.

OR

- 9 Write an essay about space technology.

UNIT – V

- 10 What are the characteristics of job interviews?

OR

- 11 Write a report about your college day function.
