

22/11/24 EN

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U – 1004

Reg. No. : .....

Name : .....

First Semester B.A./B.Sc./B.Com. Degree Examination, November 2024

First Degree Programme under CBCSS

Language Course I – English

EN 1111.1/EN 1111.2/EN 1111.3 : LANGUAGE SKILLS

(Common for B.A./B.Sc. (EN 1111.1), B.Com (EN 1111.2) &  
Career Related Group 2(a) (EN 1111.3)

(2019-2023 Admission)

Time : 3 Hours

Max. Marks : 80

- I. Answer all questions each in a word or a sentence.
1. How many syllables are in the word "communication"?
  2. What are the two main categories of language skills?
  3. What does IPA stand for in the context of phonetics?
  4. Name a common barrier to effective listening.
  5. What should be included in the subject line of a professional email?
  6. What is the term for the rise and fall of voice in speech?
  7. What are the four types of reading?

P.T.O.

8. Which micro skill involves understanding individual sounds in speech?
9. What is the purpose of conducting an interview?
10. What is the primary goal of effective communication?

**(10 × 1 = 10 Marks)**

II. Write any **eight**, each in a short paragraph not exceeding **50** words.

11. How do diphthongs differ from simple vowel sounds? Provide examples.
12. What are the main barriers to effective listening and how can they be overcome?
13. Describe the process of creating and managing a successful blog.
14. Outline the basic steps involved in editing a written document.
15. What are the key elements of effective communication?
16. Explain the importance of phonetics in language learning.
17. Discuss three common barriers to reading effectively and suggest solutions.
18. How can one enhance their listening skills? Provide three strategies.
19. What are the essential elements of a well-structured report?
20. Describe three common barriers of effective communication.
21. Outline the key differences between a resume, biodata and curriculum vitae.
22. Explain the key differences between subjective and objective writing styles.

**(8 × 2 = 16 Marks)**

III. Answer any **six**, each in a paragraph not exceeding **100** words.

23. Prepare a short speech (100 words) on the importance of effective communication in the workplace.

24. Edit the following passage for clarity and conciseness:

The reason why I'm writing this email is to inform you that I'm planning on taking a vacation from work. I'm thinking about going somewhere warm and sunny, maybe like Hawaii or the Bahamas. I'm really looking forward to taking a break from my hectic schedule and relaxing on the beach. I'll be sure to let you know when I'm planning on being back in the office.

25. Draft the introduction for a public speaking engagement on the topic of overcoming communication barriers.

26. Develop a brief telephone conversation script between a customer service representative and a dissatisfied customer.

27. Write a script for the opening of a podcast episode about language learning techniques.

28. Create a set of interview questions for a job applicant applying for a communication specialist position.

29. Compose a professional email to a colleague requesting their assistance on a project.

30. Write a short blog post on the benefits of learning a second language.

31. Write a concise set of meeting minutes for a team discussion on improving internal communication.

**(6 × 4 = 24 Marks)**

IV. Answer any **two** each in about **300** words.

32. Draft a Professional Email for a Meeting Follow-Up.
33. Prepare a Cover Letter and Resume for a Communication Specialist Position in response to an advertisement.
34. Write a Script for a Podcast Episode on Effective Note-Taking Strategies.
35. Write a Memo to Your Team Outlining the Agenda for an Upcoming Meeting.

**(2 × 15 = 30 Marks)**

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