

**C 3131**

B.A. (Three Year) DEGREE EXAMINATION, OCTOBER/NOVEMBER 2017.

End Semester Examination

Third Semester

Part II

(Regular/Supplementary)

Paper III : COMMUNICATIVE ENGLISH

*Time : 3 Hours*

*Max. Marks : 70*

**PART — A**

Answer any FIVE of the following questions. **(5 × 10 = 50 Marks)**

1. (a) Discuss the types of letters.

Or

- (b) Write a letter to Orient Bookshop asking for a price list and other conditions for supply of books.

2. (a) Expand the idea :

Pride comes before a fall.

Or

- (b) Make a précis of the following :

Taking care of one's health, environment and surroundings is a healthy way of Life. People who are self-disciplined and act in time do not face many health problems. People who keep their surroundings clean live in a healthy environment and have immunity. It is always good to follow a healthy regime and be fit. If health is lost, one loses a lot of other things also like time, money, peace of mind etc. instead of spending a lot of money and time to cure diseases got from unhealthy eating habits, drinking habits and stressed life-styles, its is better to check the problems before they cause trouble.

Prevention is economical and saves time too. Man has good reasoning power. A man who uses his reasoning, takes care of his health, wealth and happiness. Man's foresight, proper planning make him strong to face any challenges. Only foolish people invite difficulties by wasting their health and wealth. If one can realize that proper financial planning, saving for a rainy day, maintaining self-discipline, are necessary they can avoid much physical and mental suffering.

3. (a) What are the features of persuasive writing?

Or

- (b) Discuss the principles of analytical writing.

Turn Over

4. (a) State the guidelines to be followed while writing for the media.

Or

(b) What are the steps involved in writing a report?

5. (a) Discuss the structure of a resume.

Or

(b) Prepare a C.V. for the post of an accountant in a company. Experienced candidates will be preferred. Apply within two weeks.

#### PART — B

Answer any FIVE of the following questions. **(5 × 4 = 20 Marks)**

6. What are features of letter writing?

7. 'All that glitters is not gold'. Explain this.

8. Mention the characteristics of report writing.

9. What are the features of press reports?

10. Prepare the resume of a teacher.

11. 'A Stitch in time saves nine? Explain this.

12. Write a letter to your friend congratulating him for his new job.

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