

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BA & BSc DEGREE EXAMINATION DECEMBER 2024
(Fourth Semester)

Common to – BA & BSc PROGRAMMES

COMMUNICATIVE ENGLISH-IV - ENGLISH FOR CAREER

Time: Three Hours

Maximum : 50 Marks

1. Read the following advertisement and write an application letter and resume:

(4+4=8)

**Tribune Model School**
Sector 29-D, Chandigarh – 160030
Teachers Required

English Teacher
Age below 30 years

- > A Graduate/Post Graduate.
- > B.Ed.
- > Minimum 1 year of experience.
- > Proficiency in written and oral English Language.
- > Conversant with the latest teaching trends and use of technology.

- ✓ A handwritten application (Not typed)
- ✓ Candidate's updated bio-data.
- ✓ A "Data sheet" -- to be downloaded and duly filled in with accurate information.

-- Data sheet is available in the download section at www.tribuneschoolohd.com

Important Instructions

www.tribunemodelschool.com → Download section (at the bottom of the page) → Data Sheet (on right hand side of the download section page), download 4 page document, take a print out, fill in the details and send it along with handwritten application and updates CV to the address mentioned below.

- Online applications will be not accepted.
- Only short listed candidates will be called for the interview process.

The above three documents should reach the school office within 10 days from publication of this advertisement.

Principal
Tribune Model School Sector 29-D, Chandigarh – 160030.
Phone No. 2656078/2637353

2. Assume that you are planning to purchase a new laptop and want to make an inquiry about the best model. How will you enquire with the shop owner? (4)

3. Write a telephonic conversation on the following concept:

You are asked by your grandmother to book a medical appointment with Dr.Xavier.
Make a call and book the appointment. (3)

4. Change the tone of the following letter and make it a positive and effective letter: (3)

12.05.2024

P.Manikandan
XYZ Company, Madurai

Subject: Attendance Policy

Dear Manikandan,

Cont ...

You are hereby notified that your attendance record has been reviewed, and it has been determined that you have exceeded the allowed number of absences. As per company policy, any employee exceeding 5 absences within a 3-month period will face disciplinary action.

You are expected to improve your attendance immediately. Failure to do so will result in further action, up to and including termination.

Sincerely,
[Mr.Suruli]

5. Draft ANY ONE of the letters in the given context: (5)
 - A) Your online purchased product has been damaged during the delivery. Make a complaint to the company and claim for the refund.
 - B) You wish to do an English learning course from the institute 'Learn a Language'. Write a letter to enquire about course details, fees, duration etc.
 - C) Assume that you are managing the supply of books in the school library. Write a letter for placing the order for the books to the Harrows Publishing House Ltd.
6. Draft an agenda and minutes for the Literary Association club of your department. (2+3=5)
7. Prepare a report on the Annual Day function of your college. (5)
8. Critically review a novel or a short story that you have read recently. (5)
9. Write an example for the structured interview questions. (3)
10. A reputable mobile company is launching two models this month. Prepare an advertisement on it. (3)
11. Change the sentence into as directed: (6x1=6)
 - a) The wall was painted by Raja. (into Active voice)
 - b) Seetha has conducted the programme. (into Passive voice)
 - c) Blinded by a dust storm, they lost their way. (into compound)
 - d) He is too weak to carry this heavy bag. (Into complex)
 - e) He said, "Where is she going?" (into indirect)
 - f) He told Tom to lie down. (into indirect)

Z-Z-Z

END