

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BCom/ BBA/ BCA/ BVoc & BSc DEGREE EXAMINATION MAY 2026
(Fourth Semester)

Common to - BCom/ BBA/ BCA/ BVoc & BSc PROGRAMMES

COMMUNICATIVE ENGLISH – IV ENGLISH FOR CAREER:

Time: Three Hours

Maximum: 75 Marks

1. Read the following advertisement and write a covering letter with your resume:

(5+5=10)

WANTED 

A leading
Textile Industry Association Wants

GRAPHIC DESIGNER - 01

ACCOUNTS INCHARGE - 01

SYSTEM OPERATOR - 01

OFFICE INCHARGE - 01

INDIAN TEXPRENEURS FEDERATION
PSG I TECH CAMPUS, NEELAMBUR,
COIMBATORE - 641062

CONTACT ONLY OVER PHONE/MAIL
CALL : 8220544844, 8220074511
MAIL : itfoffice1@gmail.com
itfacad@gmail.com

2. Write an impressive company profile assuming yourself to be the proprietor of AIR INDIA. (5)

3. Write a formal telephone conversation between Suhail and the television operator seeking help for getting his television repaired. (5)

4. Rewrite the following email to Mr. Johnson, changing the tone from defensive to empathetic and solution-oriented. (5)

Subject: Faulty Product Complaint

Mr. Johnson,

We have received your complaint regarding the faulty product you purchased. We regret that you are experiencing issues. However, our policy states that refunds are only issued within 7 days of purchase, and you are outside of that window.

We are not responsible for damages caused by misuse or improper handling of the product.

We suggest you review the product manual for troubleshooting tips.

Sincerely,

[Your Name] Customer Service Manager

5. Draft ANY ONE of the letters in the given context: (8)

A) Your online purchased product has been damaged during the delivery. Make a complaint to the company and claim for the refund.

B) Write a letter of appreciation to a long-standing client, Mr. Lee, for their continued business and loyalty.

6. Draft an agenda and minutes for the Women's Day celebration in your college.

(2+5=7)

7. Create an educational report on the students' industrial visit to the Ooty Tea Factory, highlighting the learning outcomes. (8)

Cont...

8. Critically review a novel or a short story that you have read recently. (8)

9. Write an example for the structured interview questions. (5)

Interviewee : Good Morning , Sir

Interviewer : Good Morning, Introduce Yourself.

Interviewee : _____.

Interviewer : Describe the place you have visited recently.

Interviewee : _____.

Interviewer : What are the challenges you faced during your journey?

Interviewee : _____.

Interviewer : What is your expected salary? Why should you be given that amount?

Interviewee : _____.

Interviewer : If you are selected, when will you join our firm?

Interviewee : _____.

Thank you, Sir/Madam.

10. A local restaurant is opening a new branch. Design an advertisement that attracts customers and highlights their signature dishes. (5)

11. Change the sentence into as directed:

(9x1=9)

- a) The picture was drawn by Rekha. (into Active voice)
- b) Seetha prepared bread and butter for the guests. (into Passive voice)
- c) *Great Expectations* was written by Charles Dickens. (into Active voice)
- d) Murphy knows Mr. Rashid. (into Complex)
- e) He is working relentlessly to finish the work. (into Complex)
- f) As soon as we heard the gunshot, we rushed to the spot. (into Compound)
- g) She says, "I am a little bit nervous." (into indirect)
- h) He says that he is ill. (into direct)
- i) You say that you will visit London. (into direct)

Z-Z-Z

END