

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BA & BSc DEGREE EXAMINATION MAY 2024
(Fourth Semester)

Common to – BA & BSc PROGRAMMES

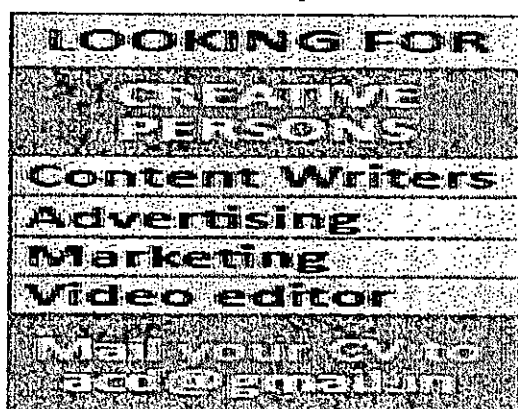
COMMUNICATIVE ENGLISH – IV ENGLISH FOR CAREER

Time: Three Hours

Maximum: 50 Marks

I. Write a job application with a covering letter for the following post given in the following advertisement. Prepare a suitable resume highlighting the skills you possess for the job advertised: (4 + 4 = 8 Marks)

One of the fast-emerging Advertisement media is need of the following employees. If you are the one who is chasing your dreams to enter the silver screen project, list your merits in the resume and mail us soon. Recommendations in any form will be rejected.
Advertisement dated : any appropriate date. News published in "The Hindu"



II Prepare the winning profile of the popular Coffee shop "Karuppatti coffee" focusing more on the merits of the shop in attracting many coffee-lovers around various locations, (4 Marks)

III Write a Telephone conversation on the given context.

The employee of a company is requesting the Manager of the company over the phone to allow him to avail two months medical leave. The call is put through the receptionist. (3 Marks)

IV Change the tone of the following letter to make it a goodwill letter: (3 Marks)

To
The Chief Engineer
Council of Electricity board, Chennai.
Hello,

I am currently residing at Ashok Nagar Chennai and which has an electricity connection with consumer number 10025. Today I freaked out by receiving the current month's (February) electricity bill which was almost thrice of my regular bills. I scrutinized the matter from my side to check where the error is, which I found out that the reading meter is broken. What kind of work your people are doing? Don't they check the problem while reading the meter? When I looked into it the current bill's meter reading is more than the current meter reading which is practically impossible. This is truly atrocious. I am totally devastated by the hike of the bill.

It is pathetic that you people are not doing your work properly. I am attaching a picture of the current bill's reading and the current meter reading. You'll clearly see that there's a huge mistake on your part. So, go through it and issue me a new bill for the current month.

If the complaint is not rectified, I think I need to file a case in the consumer court.

Mind it. possible.

by

Ankeesh Kumar.

Cont ...

V Write a letter on any one of the following: (5 Marks)

1. You will soon visit the town where your friend attends university. Write a letter to your friend explaining reasons for your visit and give details of your stay.
2. Prepare a letter of feedback regarding the International Conference conducted in the neighbouring college in which you presented a research paper. Give a detailed report of your experience in the conference in an unbiased manner.
3. Write a letter to the editor of a newspaper regarding the advantages and the disadvantages of removing the signals in Coimbatore.

VI Being the head of the organization "Tutorials Point," the center for IAS/IPS coaching, convene a meeting with the staff to discuss the expanding of the centre in various other cities too. For the above meeting,

1. Draft an agenda (2 Marks)
2. Write the minutes of the meeting (3 Marks)

VII Prepare a detailed report of the "Employees Get together" of your office in 150 to 200 words. (5 Marks)

VIII Write a detailed review of a historical movie that you watched recently. (5 Marks)

IX. Answer the structured Interview Questions: (3 Marks)

Interviewer: ----- (1) I am Vineeth, the executive manager.

Interviewee: ----- (2)

Interviewer: Nice to meet you too, how are you doing today?

Interviewee: ----- (3)

Interviewer: Great, thanks. I hope we didn't keep you waiting for long?

Interviewee: No, I had the chance to talk to one of your engineers while waiting.

Interviewer: -----(4)

Interviewee: Yeah, sure.

Interviewer: ----- (5)

Interviewee: Yes sir, I read about the position on your website, and I think I am a good fit.

Interviewer: We currently have several ongoing projects and the team is working hard. We are hoping to keep busy for a long time.

Interviewee: ----- (6)

Interviewer: This is an entry-level engineering position; we do provide a lot of training here. But we do require that you have at least a bachelor's degree in computer engineering.

Previous experience in the field is a plus.

Interviewee: I am happy to do any kind of hard work.

Interviewer: That's a good spirit. I appreciate.

Interviewee: Thank you, Sir.

X Prepare a creative advertisement on the information given below:

Minmini app - local news – any type of sale advertisements - sharing views and events
- good platform for vendors – voicing out the problems of your locality - download it in few steps. (3 Marks)

XI Change the following sentences as directed: (6 x 1 = 6 Marks)

1. I was not happy. I went to the reception for the sake of my friend. (into complex sentence)
2. Rahitha was a nurse and so her job was to take care of her patients. (into simple sentence)
3. Akash will complete the homework. (into passive voice)
4. We will have been climbing uphill by that time. (into negative sentence)
5. The priest said, "May God grant peace to the departed soul!" (into indirect speech)
6. Very few girls are so much mischievous as she is in the class. (into superlative degree).