

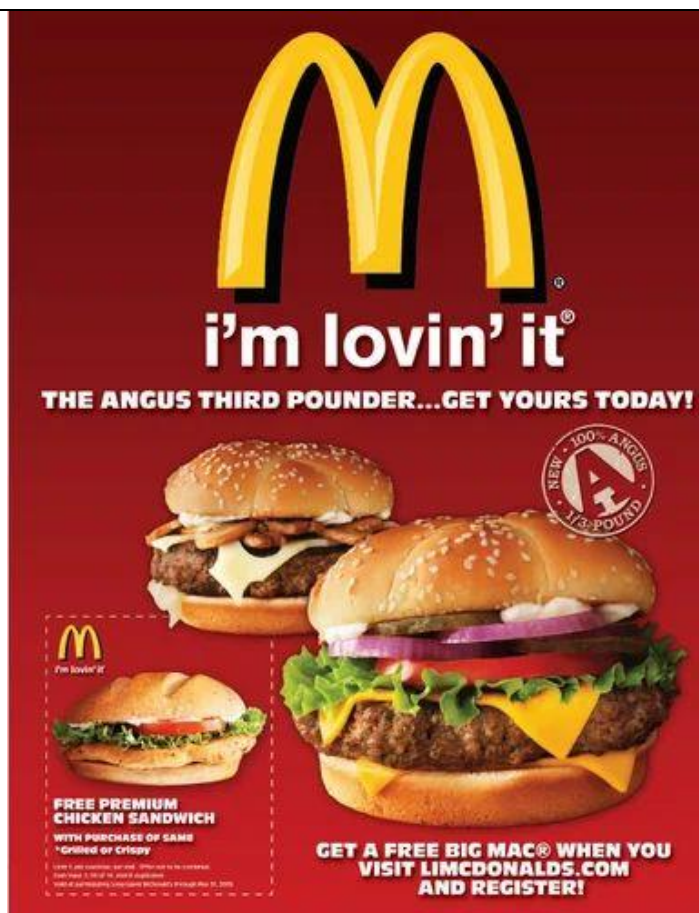
**Department of Science and Humanities**  
**First Year / Second Semester**  
**23HS201 – Professional English**  
**UNIT I WORKPLACE COMMUNICATION**

Q.No	Questions	CO's	Bloom's Level
	<b>Unit - 1</b>		
1.	<p>Fill in the blanks with suitable tense form of the verbs given in brackets.</p> <p>Spiritual leader, Sadhguru ----- (express) complaints of worsening headaches for the last four weeks. A brain scan ----- (reveal) a massive bleeding in his skull, ----- (lead) to an emergency surgery. Now, after surgery, the spiritual leader ----- (recover) steadily with normal vital parameters.</p> <p>Spiritual leader, Sadhguru <b>has been expressing</b> complaints of worsening headaches for the last four weeks. A brain scan <b>has revealed</b> a massive bleeding in his skull, <b>leading</b> to an emergency surgery. Now, after surgery, the spiritual leader <b>is recovering</b> steadily with normal vital parameters.</p>	CO2	K3
2.	<p>Fill in the blanks with the verb that agrees with the subject.</p> <p>a. The news of Baltimore bridge collapse ----- (<b>was/were</b>) disturbing.</p> <p>b. Sanjay, along with his friend Akash, ----- (<b>has/ have</b>) registered for the project competition.</p>	CO2	K3
3	<p>Frame Wh- questions for the following.</p> <p>a. AAP national convenor, Mr Arvind Kejriwal was arrested in connection with a money laundering case, (Begin with "Why")</p> <p>b. Reliance on over-exploited groundwater and neglected lake maintenance are a few reasons for water crisis in Bengaluru. (Begin with "What")</p> <p><b>a. Why was AAP national convenor, Mr. Arvind Kejriwal arrested in connection with a money laundering case?</b></p> <p><b>b. What are a few reasons for the water crisis in Bengaluru, including reliance on over-exploited groundwater and neglected lake maintenance?</b></p>	CO2	K3
4	<p>Frame Yes/ No questions for the following statements.</p> <p>a. No. She did not attend the meeting.</p> <p>b. Yes. You can take leave tomorrow.</p> <p><b>a. Did she attend the meeting?</b></p> <p><b>b. Can you take leave tomorrow?</b></p>	CO2	K3
5	<p>Add question tag to the following.</p> <p>a. When you arrived, she had already left.</p> <p>b. You like playing guitar.</p>	CO2	K3



	<p>a. When you arrived, she had already left, hadn't she?</p> <p>b. You like playing guitar, don't you?</p>		
6	<p>Write two sentences, one an order and the other a request to your team members.</p> <p><b>Order: Please submit your progress reports by the end of the day.</b></p> <p><b>Request: Could you please assist me with compiling the presentation slides for tomorrow's meeting?</b></p>	CO2	K3
7	<p>Complete the following to form a complex sentence.</p> <p>a. -----, I am not able reduce my body weight.</p> <p>b. My classmates looked at me with a surprise -----</p> <p><b>a. Despite following a strict diet and exercise regimen, I am not able to reduce my body weight.</b></p> <p><b>b. My classmates looked at me with a surprise when I entered the room wearing a costume.</b></p>	CO2	K3
8	<p>Give one-word substitute for the following.</p> <p>a. The arrangement of events or dates in the order of their occurrence.</p> <p>b. An arrangement of flowers that is usually given as a present</p> <p><b>a. Chronology</b></p> <p><b>b. Bouquet</b></p>	CO2	K3
9	<p>Expand the following abbreviations used in professional communication.</p> <p>a. EOD - <b>End of Day</b></p> <p>b. KPI - <b>Key Performance Indicator</b></p>	CO2	K3
10	<p>Fill in the blanks with appropriate form of verbs.</p> <p>a. When the CEO entered the office, the employees <u>talking</u> (talk)</p> <p>b. He <u>goes</u> (go) for walk every morning.</p>	CO2	K3
11	<p>Give single sentence definition for the following.</p> <p>a. Flowchart</p> <p>b. Smart watch</p> <p><b>a. A flowchart is a visual representation of a process or workflow, typically using symbols and arrows to depict the sequence of steps.</b></p> <p><b>b. A smartwatch is a wearable device that offers features beyond timekeeping, such as fitness tracking, notifications, and connectivity to smartphones.</b></p>	CO2	K3
12	<p>Frame questions for the following denoting frequency.</p> <p>a. I visit orphanages once in a month.</p> <p>b. I change my two-wheeler every five years.</p> <p><b>a. How often do you visit orphanages?</b></p> <p><b>b. How frequently do you change your two-wheeler?</b></p>	CO2	K3
13	<p>Combine the following sentences to form a complex sentence.</p> <p>I drove fast. I reached my destination before time.</p> <p>I reached the cinema. The movie had already started.</p> <p><b>I drove fast and reached my destination before time, where I found</b></p>	CO2	K3

	<b>that the movie had already started at the cinema.</b>		
14	Expand the following abbreviation used in technical context. a. CPU - <b>Central Processing Unit</b> b. HTML - <b>Hypertext Markup Language</b>	CO2	K3
15	Expand the following acronyms used to denote the organisation. a. NASA - <b>National Aeronautics and Space Administration</b> b. UNESCO - <b>United Nations Educational, Scientific and Cultural Organization</b> a.	CO2	K3
	<b>Part - B</b>		
1	Write an email to the Head, Student Affairs of your college introducing yourself and establishing your credibility to be the member of KCG Club of your interest.	CO4	K3
2	Write an email to the HOD- Artificial Intelligence and Data Science, Anna University inviting him/her to give a talk on 'Using Chatgpt for education and research'	CO4	K3
3	Write an eight item checklist to the team participating in Hackathon competition.	CO4	K3
4	As the class representative, write an eight item checklist to your classmate who will represent the class during your absence.	CO4	K3
5	Describe in 250 words the smart watch you purchased recently to be posted as review in a social media platform	CO5	K3
6	Describe in 250 words the appearance and features of the newly launched two-wheeler in your company website.	CO5	K3
	<b>Part - C</b>		
7	Read the following advertisement and answer the following questions.	CO1	K2



- What is the author of the advertisement trying to sell to you?
- If you want to buy what they are selling what will you do?
- What makes this a good advertisement?
- Would you buy this product? Why?

## UNIT II EXPRESSING CAUSE AND EFFECT

Q.No	Questions	CO's	Bloom's Level
1	<p>Convert the following sentences in active to passive voice.</p> <ol style="list-style-type: none"> <li>Some students study grammar on the Internet.</li> <li>We are working on the report right now.</li> </ol> <p>a. <b>Grammar is studied on the Internet by some students.</b></p> <p>b. <b>The report is being worked on right now by us.</b></p>	CO2	K3
2	<p>Convert the following sentences in passive to active voice.</p> <ol style="list-style-type: none"> <li>He has been told by my manager to arrive earlier</li> <li>Penicillin was discovered in 1928 by Alexander Fleming.</li> </ol> <p>a. <b>My manager has told him to arrive earlier.</b></p> <p>c. <b>Alexander Fleming discovered penicillin in 1928.</b></p>	CO2	K3
3	<p>Convert the following into impersonal passive voice.</p> <ol style="list-style-type: none"> <li>The company had manufactured high powered engines.</li> <li>People expect that a new law will be introduced next year.</li> </ol>	CO2	K3



	a. <b>High powered engines had been manufactured by the company.</b> b. <b>It is expected that a new law will be introduced next year.</b>												
4	Match Column A with Column B and form sentences showing causal relations. <table><tr><td>A</td><td>B</td></tr><tr><td>a. It rained heavily</td><td>- training was effective</td></tr><tr><td>b. Metro rail construction completion</td><td>- I practiced hard</td></tr><tr><td>c. Increase in placement</td><td>- reduce in traffic congestion</td></tr><tr><td>d. Scored 9 Band in IELTS</td><td>- the match was cancelled</td></tr></table> <b>a. It rained heavily, so the match was cancelled.</b> <b>b. Metro rail construction completion led to a reduction in traffic congestion.</b> <b>c. Increase in placement resulted in effective training.</b> <b>d. Scored 9 Band in IELTS because I practiced hard.</b>	A	B	a. It rained heavily	- training was effective	b. Metro rail construction completion	- I practiced hard	c. Increase in placement	- reduce in traffic congestion	d. Scored 9 Band in IELTS	- the match was cancelled	CO2	K3
A	B												
a. It rained heavily	- training was effective												
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c. Increase in placement	- reduce in traffic congestion												
d. Scored 9 Band in IELTS	- the match was cancelled												
5	Combine the following sentences showing causal relationship. a. The alarm was not set. I was late to work. b. I exercised regularly. My physical fitness improved. <b>a. Due to not setting the alarm, I was late to work.</b>  <b>b. As a result of exercising regularly, my physical fitness improved.</b>	CO2	K3										
6	Complete the following sentences using causal expressions. a. We sold our car ----- b. -----, she got state rank. <b>a. We sold our car due to financial difficulties.</b> <b>b. Thanks to her hard work and dedication, she got state rank.</b>	CO2	K3										
7	Frame two sentences for the following words acting as noun in one sentence and verb in the other. a. Report    b. dessert <b>a. Noun: The report was comprehensive and detailed.</b> <b>Verb: Please report any suspicious activity to the authorities.</b>  <b>b. Noun: The dessert at the restaurant was delicious.</b> <b>Verb: After dinner, we will dessert to the living room for some relaxation.</b>	CO2	K3										
8	Fill in the blanks with suitable gerunds or to infinitives. a. I don't intend --- (go) out tonight. b. I would like ----- (come) to party with you tonight. c. My classmate is learning ---- (speak) in German. d. He enjoys ---- (swim in the pool). <b>a. I don't intend to go out tonight.</b> <b>b. I would like to come to the party with you tonight.</b> <b>c. My classmate is learning to speak in German.</b> <b>d. He enjoys swimming in the pool.</b>	CO2	K3										



9	<p>Match the following words in Column A with their meanings in Column B</p> <table><tr><td>Column A</td><td></td><td>Column B</td></tr><tr><td>a. Appropriate</td><td>-</td><td>response</td></tr><tr><td>b. Translucent</td><td>-</td><td>suitable</td></tr><tr><td>c. Feedback</td><td>-</td><td>a place where water is collected</td></tr><tr><td>d. Catchment</td><td>-</td><td>allowing to pass</td></tr></table> <p><b>a. Appropriate - suitable</b> <b>b. Translucent - allowing to pass</b> <b>c. Feedback - response</b> <b>d. Catchment - a place where water is collected</b></p>	Column A		Column B	a. Appropriate	-	response	b. Translucent	-	suitable	c. Feedback	-	a place where water is collected	d. Catchment	-	allowing to pass	CO2	K3
Column A		Column B																
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b. Translucent	-	suitable																
c. Feedback	-	a place where water is collected																
d. Catchment	-	allowing to pass																
10	<p>Fill in the blanks with suitable options. (pay - one- when - as - and)</p> <p>Some time ago, if we wanted to call someone, we had to be at home to do so. There were public phones in the street, but it was often difficult to find (1) _____ that was working. Sometimes there were long queues before it was your turn to use them. In addition, you had to bring a lot of coins to (2) _____ for the calls. As a result, people didn't phone their friends as often (3) _____ they do today. Today's mobile phones allow us to talk with friends and family (4) _____ we are on the move.</p> <p>Some time ago, if we wanted to call someone, we had to be at home to do so. There were public phones in the street, but it was often difficult to find (1) <b>one</b> that was working. Sometimes there were long queues before it was your turn to use them. In addition, you had to bring a lot of coins to (2) <b>pay</b> for the calls. As a result, people didn't phone their friends as often (3) <b>as</b> they do today. Today's mobile phones allow us to talk with friends and family (4) <b>when</b> we are on the move.</p>	CO2	K3															
11	<p>Change the following in passive to active voice.</p> <p>a. Will the song be sung by her? b. Extra time is being taken by the player.</p> <p><b>a. Will she sing the song?</b> <b>b. The player is taking extra time.</b></p>	CO2	K3															
12	<p>Change the following interrogative sentences in active to passive voice. Are they repairing the mobile phone? Who painted this beautiful picture?</p> <p><b>Passive voice:</b> <b>a. Is the mobile phone being repaired by them?</b> <b>b. By whom was this beautiful picture painted?</b></p>	CO2	K3															
13	<p>Change the following imperative sentences in active to passive voice.</p> <p>a. Shut the door. b. Send the email at once.</p> <p><b>Passive voice:</b> <b>a. Let the door be shut.</b> <b>b. Let the email be sent at once.</b></p>	CO2	K3															





14	<p>Replace the underlined word with another word conveying the same meaning.</p> <ol style="list-style-type: none"> <li>After winning the match, the captain <u>expressed</u> his joy by lifting the cup above his head.</li> <li>The students <u>showcased</u> their talents in the cultural fest.</li> </ol> <p><b>1. After winning the match, the captain expressed his joy by raising the cup above his head.</b> <b>2. The students displayed their talents in the cultural fest.</b></p>	CO2	K3
15	<p>Write four sentences citing reasons for your success in the examination. Use cause and effect expressions.</p> <ol style="list-style-type: none"> <li><b>Diligent study habits led to a thorough understanding of the material, resulting in success in the examination.</b></li> <li><b>Consistent attendance in class allowed me to grasp key concepts effectively, leading to a strong performance in the examination.</b></li> <li><b>Seeking clarification on challenging topics from teachers and peers enabled me to overcome obstacles, ultimately contributing to my success in the examination.</b></li> <li><b>Prioritizing self-discipline and time management skills ensured adequate preparation, which directly correlated with my achievement in the examination.</b></li> </ol>	CO2	K3
<b>Part - B</b>			
1	Write an email to Customer Care, Eureka Forbes complaining about poor service support.	CO4	K3
2	Write a response to the complaint email received from a customer regarding poor service support. Apologise with explanation on further course of action.	CO4	K3
3	Write an essay on the effect of photo filters on people's self-esteem.	CO3	K3
4	Write in 250 words the effects of invention of the Internet on technology?	CO3	K3
5	Competition to humans is not AI, but lack of AI skills- Discuss using causal expressions.	CO3	K3
6	Toffee makers feel that their biggest competitor is UPI and not other candies- What do you infer from this statement? Discuss in 250 words.	CO3	K3
<b>Part C</b>			
7	<p>Read the following passage and answer the questions given below. Look down at your feet. Are you wearing shoes? Why? People wear shoes for many reasons. The first and most important reason is to protect their feet. Shoes keep people from hurting their feet while walking on rough surfaces, but this isn't the only reason why people wear shoes. Some people wear special shoes that are designed to help them play a game, like bowling shoes or soccer cleats. Some people wear expensive designer shoes so that they appear fashionable and feel good about themselves. And a lot of other people like my dad wear shoes so that their feet won't stink up the room.</p> <p><b>1. Give a suitable title for the paragraph.</b></p>	CO1	K2



	<p>2. What is the main idea conveyed in the passage?</p> <p>3. Write four reasons, according to the author, that people wear shoes.</p> <p>4. Why do you wear shoes?</p>		
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### UNIT III PROVIDING SOLUTIONS TO PROBLEMS

Q.No	Questions	CO's	Bloom's Level
1	<p>Identify and correct the error in the following sentences.</p> <p>a. I thought you were still with Microsoft. When did you stop to work there?</p> <p>b. Despite I was tired, I came to work today.</p> <p><b>I thought you were still with Microsoft. When did you stop working there?</b> <b>Despite being tired, I came to work today.</b></p>	CO2	K3
2	<p>In the following questions, four groups of words are given. In each group, one word is misspelled. Find the misspelled word.</p> <p>a. Decieve , believe , relieve, receptive <b>Deceive</b></p> <p>b. Commemorate, Accommodate, perambulate, surrogate</p> <p>c. <b>Surrogate</b></p>	CO2	K3
3	<p>Complete the following conditional sentences.</p> <p>a. If he communicates effectively, <b>he will get job</b></p> <p>b. If he had performed well, <b>--I would have won the Match</b></p>	CO2	K3
4	<p>Combine the following sentences and form conditional sentences as directed.</p> <p>a. I reached the station on time. I boarded the train. (impossible condition) <b>If I had reached the station on time, I would have boarded the train</b></p> <p>c. I were the Prime Minister of the country. I will help the poor. (hypothetical condition ). <b>If I were the Prime Minister of the country, I would help the poor.</b></p>	CO2	K3
5	<p>Expand the following compound words</p> <p>a. Calculation speed - <b>a speed with which calculations are done</b></p> <p>b. Space Travel - <b>travel to space</b></p>	CO2	K3
6	<p>Write the Compound words for the following.</p> <p>a. Laboratories for doing research is mandatory on college campus. <b>Research Laboratories</b></p> <p>b. The video was projected on the screen to create awareness. <b>Awareness Video.</b></p>	CO2	K3
7	<p>Use the suitable compound nouns from the list of words to complete the following sentences.</p> <p><b>Stars traffic glasses income sun clock film jam alarm tax</b></p> <p>a. The children were late because there was a -- <b>traffic jam</b> near the</p>	CO2	K3





	<p>Anna Flyover.</p> <p>b. People are crazy about -- <b>film Stars</b></p> <p>c. I purchased a new -- <b>alarm clock</b> so that I can wake up early.</p> <p>d. People usually wear-- <b>sun glasses</b> during summer.</p>		
8	<p>Use the following compound words in a sentence of your own.</p> <p>a. Generator room</p> <p>b. Steel Chair</p>	CO2	K3
9	<p>Use the following connectives in sentences of your own.</p> <p>a. Unless b. consequently</p>	CO2	K3
10	<p>Combine the following sentences using the coordinating conjunction "so...that".</p> <p>a. The necklace was <b>so</b> very expensive <b>that</b> I couldn't buy it.</p> <p>b. The famine was <b>so</b> very severe <b>that</b> several people perished.</p>	CO2	K3
11	<p>Fill in the blanks with appropriate connectives.</p> <p>a. <b>As</b> I did not have enough money I could not buy a formal dress for the interview.</p> <p>b. <b>Through</b> boarding the bus he lost balance and fell down.</p>	CO2	K3
12	<p>Identify the errors in the following statements.</p> <p>a. I told him bluntly (1)/ that he is a lazy fellow (2)/and that he had done (3)/ his work very badly (4) <b>He was a lazy fellow (2).</b></p> <p>b. I live on a top floor (1)/ of an old house (2)/ when the wind blows (3)/all the windows rattle (4) <b>I live on the top floor</b></p>	CO2	K3
13	<p>Read the following sentences, identify the errors and correct them.</p> <p>a) Either of the options are suitable for the project. <b>Is</b></p> <p>b) Neither the teacher nor the students is aware of the change. <b>Are</b></p>	CO2	K3
14	<p>Spot the error in the following sentences.</p> <p>a. She enjoys to read mystery novels. <b>Reading</b></p> <p>b. He goes to the gym three times in a week. <b>Per</b></p>	CO2	K3
15	<p>Identify the errors in the following sentences and correct them.</p> <p>a. The teacher congratulated him for his success. <b>On</b></p> <p>b. The manager discussed about the status of the project. <b>No about</b></p>	CO2	K3
	<b>Part - B</b>		
1	<p><b>Read the passage below and answer the questions that follow:</b></p> <p>1. The trouble that the BBC got itself into recently, when both online and on air it referred to tweets from a parody Zanu PF account, illustrate the complexities of using social media as a reporting resource. This can be especially true in fast-moving news situations, where news organisations may have few reporters directly on the ground.</p> <p>2. While many parody accounts on social media are used simply for humour, they can frequently be utilised for deliberate mischief. The South African mobile phone operator MTN has been targeted by <b>parody</b> accounts that look like the real thing but reply to customer services queries with unhelpful and rude answers.</p>	CO1	K2



3. In the aftermath of any terrorist attack or mass shooting, fake accounts often **spring up** purporting to be witnesses claiming there is a “second shooter” or “second device”. Fake appeals for missing relatives or friends can generate thousands of retweets.
4. Another tactic has been to try to **smear** people through disinformation. In 2015 the Spanish newspaper La Razón apologised to Veerender Jubbil for putting his face on their front page as a suspected terrorist, after a photoshopped image of the Canadian was widely shared online with claims he had been involved in terror attacks in Paris.
5. Political parties are also obvious targets for mischief-making. In 2016, South Africa’s ANC was issued a statement saying “we reject, with the **contempt** they deserve, the disturbing views as posted on the parody account” after someone mimicked their official account.
6. Parody accounts are not entitled to the Twitter verification mark, which is supposed to help users understand whether accounts are genuine or not. But this policy can create confusion with the inconsistent way it is applied. The official WikiLeaks account on Twitter is verified, for example, while Julian Assange’s personal account remains without the blue mark.
7. Twitter recently suspended its programme of awarding blue verified checkmarks to specific accounts after it verified Jason Kessler, organiser of the white supremacist rally in Charlottesville where Heather Heyer was killed. The company stated that “verification was meant to authenticate identity & voice but it is interpreted as an endorsement or an indicator of importance. We recognise that we have created this confusion and need to resolve it.”
8. With suspicions heightened after revelations about Russian disinformation activity on the web, it seems more important than ever for journalists not to take social media postings at face value.

Source: <https://www.theguardian.com/technology/2017/nov/15/falling-for-the-joke-the-risk-of-using-twitter-as-a-news-source>

**I. Answer the following questions by choosing the best option (8x1=8 marks)**

1. The most appropriate title for the article is
  - A) **The risk of using Twitter as news source**
  - B) Media and disinformation campaign
  - C) Social media can’t be relied
  - D) The South African mobile phone operator MTN targeted
2. What does parody in paragraph 2 refer to?
  - A) drama
  - B) joke
  - C) **impersonation**
  - D) imitation
3. According to the passage, the purposes of parody accounts are
  - A) fun and pranks
  - B) fun and satire
  - C) satire and pranks
  - D) mischief and pranks
4. The author’s purpose of writing this article is



	<p>A) to amuse the reader B) to inform the reader <b>C) to caution the reader</b> D) to create awareness about Twitter</p> <p>5. Which of the following words/phrases is closest in meaning to the phrase spring up in paragraph 3? A) to exist all of a sudden <b>B) to start to exist suddenly</b> C) to create immediately D) to arrive soon</p> <p>6. The reason for Twitter to have decided to stop issuing checkmarks is A) it finds it hard to authenticate identity B) it does not want to endorse any account C) it never endorses any account <b>D) people may think that Twitter endorses an account</b></p> <p>7. What does smear in paragraph 4 refer to? <b>A) slander</b> B) praise C) amuse D) criticize</p> <p>8. Which of the following words/phrases is closest in meaning to the word contempt in paragraph 5? A) negligence <b>B) disrespect</b> C) importance D) compliment</p> <p><b>II. Based on your understanding of the passage, state whether the following statements are True, False or Not Given. (4x1=4 marks)</b></p> <p>1. Many media groups use Twitter as a news source. <b>True</b> 2. South Africa's African National Congress (ANC) created parody accounts. <b>False</b> 3. Veerendar Jubbal was involved in terror attacks in Paris. <b>False</b> 4. Of late, there have been reports about Russia creating fake news. <b>True</b></p> <p><b>III. Answer the following questions: (2x2=4)</b></p> <p>1. Paraphrase the 7<sup>th</sup> paragraph. 2. Is it unethical to parody a Twitter account?</p>		
2	Write a set of eight recommendations to maintain a computer.	CO3	K3
3	Write a set of eight recommendations to be followed by a pedestrian.	CO3	K3
4	Write a set of eight instructions to maintain a two wheeler.	CO3	K3
5	Write a set of eight instructions to keep your campus green and clean.	CO3	K3
6	Write a letter to the editor of a newspaper about the street dog menace in your locality.	CO3	K3
	<b>Part C</b>		
7	In many large cities, people waste their time every day because of traffic congestion on the roads. Discuss the causes and provide solutions.	CO3	K3

## UNIT IV INTERPRETATION OF GRAPHICS

Q.No	Questions	CO's	Bloom's Level
1	Frame two sentences for each of the following homonyms showing difference in meaning. a. Lie b. band	CO2	K3
2.	Fill in the blanks with correct homophones. a. He ----- (sited/ <b>cited</b> ) many points to defend himself. b. The ----- ( <b>knotty</b> /naughty) thread was thrown away.	CO2	K3
3	Fill in the blanks using correct possessive pronouns. a. That book is not yours; it's <b>mine</b> . It has my name on it. b. Our school is very competitive <b>our</b> basketball team is one of the best.	CO2	K3
4	Fill in the blanks with appropriate sequencing words. My friend and I visited Rome last summer <b>first</b> we flew from New York to Rome in first class. <b>Next</b> .we arrived in Rome <b>then</b> we went for lunch <b>at last</b> . We found a great restaurant for lunch.	CO2	K3
5	Fill in the blanks in the given process. First on your mobile device, open Google Pay. -- <b>next</b> , at the top search bar, search for the receiver's VPA, UPI ID, or phone number and select the receiver. --- <b>then</b> --- you select the receiver, tap Pay. <b>now</b> -- enter the amount you want to send them.--- <b>Finally</b> tap Proceed.	CO2	K3
6	Rearrange the following sentences using sequence words. 1. Confirm your identity by entering your personal identification number (PIN). 2. Insert your debit or credit card into the ATM. 3. Select how much you want to withdraw 4. Choose the account you want to withdraw funds from or indicate that you want to get a cash advance.	CO2	K3
7	Fill in the blanks with the most suitable sequence connectors from the brackets. a. My sister was in the dentist's office for ten minutes. _____, I sat in the waiting room with an old magazine in my hands. (First, <b>Meanwhile</b> , Later) b. An hour passed but there was no sign of Mike. _____, we decided to go home. ( Until, Before, <b>Finally</b> )	CO2	K3
8	Describe a process of changing sim card using appropriate sequence words	CO2	K3
9	Fill in the blanks using correct possessive pronouns. a. He showed us a robot and said that it was <b>-his-</b> . b. Rashid broke his bat. I gave him-- <b>mine</b> --to play with.	CO2	K3
10	Fill in the blanks with appropriate relative pronoun.	CO2	K3

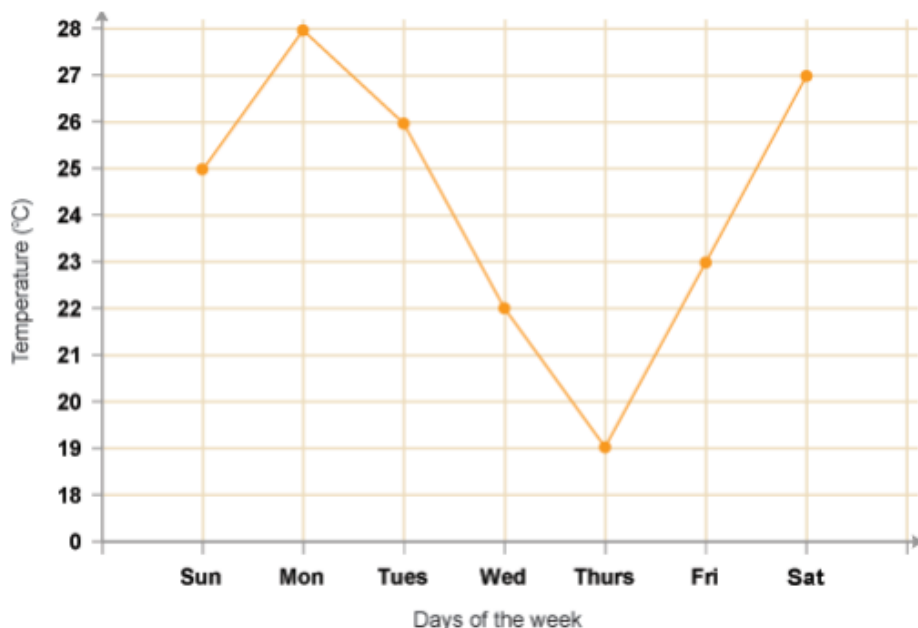


	a. The laptop --- <b>that/which</b> --- I bought yesterday is expensive. b. The person ---- <b>whom</b> -- I approached for help is an expert in Mathematics.		
11	Restate by combining the sentences using appropriate relative pronoun. a. The house belongs to my uncle. <b>which / that</b> is painted pink. b. The professor teaches Thermodynamics <b>Who</b> did his doctorate in Stuttgart University.	CO2	K3
12	Rewrite the following expressions using numerical adjectives. 1. a project proposal for 10 crores - <b>A 10 crore project</b> 2. an engine with 100cc power - <b>A 100 CC power Engine</b> 3. a compensation of five lakh rupees - <b>A 5 lakh rupee compensation</b> 4. a tank with a capacity of 2000 litres - <b>A 200 Litre Capacity tank</b>	CO2	K3
13	Rewrite the sentences below by using numerical adjectives: a. The length of the pipe is seven metres. <b>A 7 metre length pipe</b> b. The building is 130 years old. It is going to be demolished. <b>A130 year old building.</b>	CO2	K3
14	Identify the errors in the following numerical expressions and rewrite them. a. A three days symposium. - <b>A 3day Symposium</b> b. A 14 inches monitor - <b>A 14 inch Monitor</b>	CO2	K3
15	Rewrite the sentences below by using numerical adjectives: a. We are planning to organize an international conference for 3 days in June. <b>A 3 day International Conference</b> b. The cost of each shirt is Rs 1800. I bought three shirts. <b>A 1800 cost each shirt.</b>	CO2	K3
<b>Part - B</b>			
1	The pie chart below shows the percentage of time working adults spent on different activities in a particular country in 1958 and 2008. Summarise the information in 250 words using comparison and contrast expressions.	CO4	K3



	<p><b>1958</b></p> <ul style="list-style-type: none"> <li>Working: 33%</li> <li>Sleeping: 32%</li> <li>Going out (with friends/family): 19%</li> <li>Other interests or playing sports: 6%</li> <li>Travel to work: 2%</li> <li>Relaxing at home: 8%</li> </ul> <p><b>2008</b></p> <ul style="list-style-type: none"> <li>Working: 42%</li> <li>Sleeping: 25%</li> <li>Going out (with friends/family): 6%</li> <li>Other interests or playing sports: 8%</li> <li>Travel to work: 8%</li> <li>Relaxing at home: 13%</li> </ul>		
2	<p>The following bar chart gives information about the number of times people from different age groups refer to dictionaries in a month. The x-axis denotes age group and y-axis denotes frequency. Write a paragraph interpreting the data. Use comparative and contrast expressions.</p> <p>Frequency</p> <p>Age Group</p>	CO4	K3
3	<p>The following line graph shows the midday temperature over a period of 7 days. Write a paragraph using comparative and contrast expressions.</p>	CO4	K3





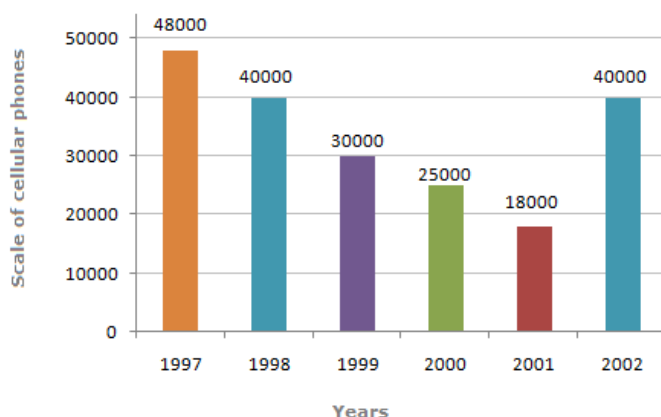
4	<p>Convert the following passage into a flow chart.</p> <p>Coins are manufactured in a factory known as ‘mint’. There are three mints in India: Bombay, Calcutta and Hyderabad. Production of coins at the mints is a complete process. It starts with the buying of unmixed metals and their testing by the Assay Department. Then the metals are alloyed in oil-fired or electric arc furnaces, and cast into ingots 40 cm wide, 15 cm thick and 6 m long. These ingots are reheated until the temperature is hot enough for hot rolling. During this stage, the ingots pass through a series of rollers until they form long, thin sheets which are of the thickness of a coin. From these thin strips, blank discs are punched. These are the basic raw materials for the manufacture of coins. The blanks are heated to soften them, and they are rolled so that the rim is raised. Finally, they are stamped with the design of the coin. At every stage, defective pieces are carefully sorted out, and (with the frequent checking and returning points) strict quality control maintained. Rejects are returned to the alloying stage, together with the waste from the alloy strip.</p>	CO4	K3
5	<p>Describe the process of extraction of silver as given in the following flow chart.</p>	CO4	K3



	<p style="text-align: center;"><b>Extraction of silver</b></p> <pre> graph TD     A[Ore of silver metal] --&gt; B[Ground to powder]     B --&gt; C[Placed in a vat containing frothing agents]     C --&gt; D[Agitated by air]     D --&gt; E[The ore is skimmed]     E --&gt; F[Washed]     F --&gt; G[Refined by electrolysis]     G --&gt; H[Silver]           </pre>		
6	<p>Convert the following description of manufacturing of cement into a flowchart.</p> <p>The two raw materials used in the process are limestone and clay. Limestone is crushed, sized, dried and stored in storage silos. In the same way, Clay is washed, crushed, and dried in storage basins. The two materials are mixed in the correct proportion and ground in a tube mill (This mixture is known as slurry) and stirred in a correcting basin. It is then stored in a storage tank. From there, it is fed into the rotary kiln where it is burnt at a high temperature of 1000 to 1700°C. Here clinkers are formed which are sent to a cooler, to be cooled. At this stage, Gypsum is added to the clinker and this mixture is powdered. The powdered mixture is the finished product, cement, and it is sent to the storage silos ready for distribution.</p>	CO4	K3
	<b>Part C</b>		
7	Study the following bar chart and answer the questions that follow.	CO4	K3



Sale of Cellular Phones



- The difference in the sales of cellular phones for the years 1997 and 1999 is
  - 500 units
  - 1000 units
  - 5000 units
  - 18,000 units**
- The two years between which the rate of change of cellular phones is minimum are
  - 1997 and 1998**
  - 1999 and 2000
  - Both option a and b
  - 2001 and 2002
- The sum of sales of cellular phones in the years 1999 and 2001 is equal to that in
  - 1997**
  - 1998
  - 2000
  - 2002
- The percentage increase in sales of cellular phones from 2001 to 2002 was
  - 115%
  - 128%**
  - 122%
  - 118%

## UNIT V REPORT WRITING AND RESUME WRITING

Q.No	Questions	CO's	Bloom's Level
1	<p>Change the following in direct speech to indirect speech.</p> <ol style="list-style-type: none"> <li>The father said to the son, "When are you returning from the tour?"</li> <li>The stranger asked Vipin, "What is the time?"</li> </ol> <p><b>a. The father asked the son when he was returning from the tour.</b>  <b>b. The stranger asked Vipin what the time was.</b></p>	CO2	K3



2.	<p>Convert the quoted sentences below into reported speech:            Ganesh: Who won the cricket match between KKR and CSK yesterday?            Ramesh: I don't know who won the match. I didn't watch the match.            Ganesh: Aren't you a fan of the CSK team?            Ramesh: I was a fan once.</p> <p><b>Ganesh asked Ramesh who had won the cricket match between KKR and CSK the previous day.</b>  <b>Ramesh replied that he didn't know who had won the match because he hadn't watched it.</b>  <b>Ganesh then inquired if Ramesh was a fan of the CSK team.</b>  <b>Ramesh answered that he had been a fan once.</b></p>	CO2	K3
3	<p>Convert the quoted sentences below into reported speech:            Preethi: Can we discuss the project proposal on Sunday?            Mangai: I am not free on Sunday. Can we meet on Monday?            Preethi: I don't think Monday is a convenient day for other members of the team.            Mangai: Please check with them.</p> <p><b>Preethi asked if they could discuss the project proposal on Sunday.</b>  <b>Mangai responded that she wasn't free on Sunday and suggested meeting on Monday instead.</b>  <b>Preethi expressed her concern that Monday might not be convenient for other team members.</b>  <b>Mangai then requested Preethi to check with them.</b></p>	CO2	K3
4	<p>Convert the following sentences into reported speech.            a. She said, "We went to a mall for shopping and then to a cinema".            b. John said, "I have worked in this office for 10 years."</p> <p><b>a. She said that they had gone to a mall for shopping and then to a cinema.</b>  <b>b. John said that he had worked in that office for 10 years.</b></p>	CO2	K3
5	<p>Convert the following sentences in reported speech to direct speech.            a. Samantha said that she had stayed there the year before.            b. They told me they didn't want to move to Bengaluru.</p> <p><b>a. Samantha said, "I stayed here last year."</b>  <b>b. They said, "We don't want to move to Bengaluru."</b></p>	CO2	K3
6	<p>Convert the following into direct speech.            a. He asked me if I had been doing my homework.  <b>"Have you been doing your homework?" he asked me.</b>            b. She asked if I could open the door for her?  <b>"Can you open the door for me?" she asked.</b></p>	CO2	K3



7	<p>Convert the following into reported speech.</p> <p>a. The teacher said, "The students aren't listening to me".</p> <p>b. She said, "I don't speak German".</p> <p><b>a. The teacher reported that the students weren't listening to her.</b></p> <p><b>b. She stated that she didn't speak German.</b></p>	CO2	K3
8	<p>Convert the following statements into reported speech.</p> <p>She said, "I had finished the letter before they arrived".</p> <p>She said, "By next month, I will have been a nurse for 10 years".</p> <p><b>She said that she had finished the letter before they arrived.</b></p> <p><b>She said that by next month, she would have been a nurse for 10 years.</b></p>	CO2	K3
9	<p>Make a new sentence with the same meaning using the reporting verb in brackets.</p> <p>Example: You shouldn't go into the water," said the coast guard. (advise against)</p> <p>The coast guard advised against going into the water.</p> <p>a. "I think you should go to the dentist," Julie said to Tom. (advise, using infinitive)</p> <p>b. "It's a great idea to go to the beach," said Maria. (recommend + verb-ing)</p> <p><b>a. Julie advised Tom to go to the dentist.</b></p> <p><b>b. Maria recommended going to the beach.</b></p>	CO2	K3
10	<p>Choose the correct answer.</p> <p>a. They were surprised when we----- (told/announced) that we'd quit our jobs to start our own company.</p> <p>b. Will you remind me----- (to pay/paying) the gas bill before the end of the month?</p> <p><b>a. They were surprised when we announced that we'd quit our jobs to start our own company.</b></p> <p><b>b. Will you remind me to pay the gas bill before the end of the month?</b></p>	CO2	K3
11	<p>Fill in the blanks with correct option.</p> <p>a. He _____ us not to drink the tap water.</p> <p>1. <b>warned</b> 2. insisted 3. informed</p> <p>b. He _____ taking the train as the traffic was terrible.</p> <p>1. <b>suggested</b> 2. claimed 3. Invited</p>	CO2	K3
12	<p>Fill in the blanks with the correct reporting verb.</p> <p>a. Don't open the window, it's raining!</p>	CO2	K3



	He <b>advised</b> me not to open the window because it was raining. b. Can I use your phone?" He <b>asked</b> if he could use my phone.		
13	Change the sentences into reported speech. Use the reporting verbs in the box and a "that" clause. <div>admit      announce      complain      explain      promise</div> a. My sister's going to have a baby.' <b>He announced that his sister was going to have a baby.</b> ..... b. 'I won't tell anyone your secret.' <b>He promised that he wouldn't tell anyone the secret.</b> .....	CO2	K3
14	Decide which verb (a-c) does not fit in each sentence. a. George ..... to us that he had found a new job. <b>1. added</b> 2. explained    3. announced b. My uncle ..... me to accompany him to New York. 1 invited    2 asked    3 <b>warned</b>	CO2	K3
15	Report the sentences using the verbs in the box. <div>refuse                      remind                      suggest</div> a. 'Don't forget to phone me this evening,' Sarah said to Clare. <b>"Don't forget to phone me this evening," Sarah reminded Clare.</b> b. 'It wasn't me who ate all the biscuits,' said Owen. <b>Owen refused to admit that he ate all the biscuits.</b>	CO2	K3
Part - B			
1	Write a report on a fire accident that happened in a garment factory. Give recommendations to avert such accidents in future.	CO4	K3
2	Write a survey report on the feasibility of developing a gaming app that will promote constructive thinking.	CO4	K3
3	Write a proposal for the project idea to be demonstrated in Smart India Hackathon	CO4	K3
4	Write a minutes of the meeting for a meeting conducted with the team organising a cultural fest.	CO4	K3
5	Respond to the following advertisement. Prepare a suitable resume.	CO6	K3





	<p>Horvert, Inc., Chennai, Tamilnadu is looking for Senior Sales Engineers. Candidates should possess customer service experience, strong technical knowledge (mechanical and electrical), excellent customer service skills and sales experience of technical products, excellent organizational, communication, and interpersonal skills</p> <p>Apply to: The HR Manager, No. 218, 4th Cross, Second Floor, Bhuvaneshwary Nagar, Velachery, Chennai, Tamil Nadu 600042.</p>			
6	Write an application letter to CEO of KCG incubated start-up company, Vayuradha Pvt. Ltd, requesting for an internship opportunity. Attach a resume.	CO6	K3	
	<b>Part C</b>			
7	Write a statement of purpose imagining yourself as an applicant aspiring for higher students in the UK university.	CO4	K3	