**HS3152-PROFESSIONAL ENGLISH**

**PART-A**

**UNIT I: INTRODUCTION TO EFFECTIVE COMMUNICATION**

**1. What is effective communication?**

**Answer:** Effective communication is the clear and successful exchange of information where the sender's message is understood exactly by the receiver.

**2. List any two barriers to effective communication.**

**Answer:** (i) Language barriers (ii) Psychological barriers

**3. What are the seven C’s of communication?**

**Answer:** Clear, Concise, Concrete, Correct, Coherent, Complete, and Courteous.

**4. Define effective listening.**

**Answer:** Effective listening is actively paying attention to what the speaker says, understanding it, and responding thoughtfully.

**5. Mention any two key language skills.**

**Answer:** Reading and Writing.

**6. What is the role of body language in communication?**

**Answer:** Body language helps convey emotions and attitudes, reinforcing or contradicting verbal messages.

**7. Give two examples of present continuous tense.**

**Answer:** (i) She is reading a book. (ii) They are playing football.

**8. What are tag questions? Give an example.**

**Answer:** A tag question is a short question added to the end of a statement. Example: You're coming, aren't you?

**9. Define one-word substitution with an example.**

**Answer:** Using a single word to replace a phrase. Example: "Autobiography" for "a life story written by oneself."

**10. Expand any two technical abbreviations.**

**Answer:** (i) CPU – Central Processing Unit (ii) HTML – HyperText Markup Language

**UNIT II: NARRATION AND SUMMATION**

**1. Define narration with an example.**

**Answer:** Narration is the act of telling a story. Example: He said he was going to the market.

**2. What is subject-verb agreement? Give an example.**

**Answer:** The subject and verb must agree in number. Example: She runs fast. (singular subject with singular verb)

**3. Write two past tense sentences.**

**Answer:** (i) I visited the museum yesterday. (ii) He completed his homework.

**4. What is a travelogue?**

**Answer:** A travelogue is a written or spoken account of someone's travels.

**5. What are phrasal verbs? Give examples.**

**Answer:** Phrasal verbs are verbs combined with prepositions or adverbs. Example: give up, look after.

**6. Define prefix and give an example.**

**Answer:** A prefix is added to the beginning of a word. Example: "un-" in "unhappy".

**7. Define suffix and give an example.**

**Answer:** A suffix is added to the end of a word. Example: "-ness" in "kindness".

**8. Give two antonyms for the word "strong."**

**Answer:** Weak, fragile.

**9. What is a biography?**

**Answer:** A biography is a detailed account of a person's life written by someone else.

**10. What is a short report?**

**Answer:** A short report is a concise document summarizing an event or issue, often used in business or academic settings.

**UNIT III: DESCRIPTION OF A PROCESS / PRODUCT**

**1. What is a product description?**

**Answer:** A product description is a detailed explanation of a product's features, uses, and benefits.

**2. What are imperatives? Give two examples.**

**Answer:** Imperatives are commands or requests.  
Examples: (i) Close the door. (ii) Please sit down.

**3. Define a compound noun with examples.**

**Answer:** A compound noun is formed by joining two or more words.  
Examples: toothpaste, notebook.

**4. Write two sentences using adjectives.**

**Answer:** (i) The blue car is fast. (ii) She wore a beautiful dress.

**5. Give examples of homonyms.**

**Answer:** Words with the same spelling or pronunciation but different meanings.  
Examples: Bat (animal/cricket bat), Bark (tree sound/dog sound).

**6. Write two sentences using Present Perfect Tense.**

**Answer:** (i) I have completed my homework. (ii) She has visited Paris.

**7. Write two sentences using Past Perfect Tense.**

**Answer:** (i) He had finished the task before I arrived. (ii) They had left when the rain started.

**8. What are discourse markers? Give examples.**

**Answer:** Words/phrases used to connect ideas in writing/speaking.  
Examples: therefore, however, firstly.

**9. Write a definition of a ‘computer’.**

**Answer:** A computer is an electronic device that processes data and performs tasks according to instructions.

**10. What are homophones? Give two examples.**

**Answer:** Words that sound the same but have different meanings and spellings.  
Examples: see/sea, right/write.

**UNIT IV: CLASSIFICATION AND RECOMMENDATIONS**

**1. What is non-verbal communication?**

**Answer:** Non-verbal communication is the transfer of information without using words, such as gestures, charts, or facial expressions.

**2. What is note-making?**

**Answer:** Note-making is the process of summarizing and organizing key information in a concise form.

**3. Write two sentences using possessive pronouns.**

**Answer:** (i) This book is mine. (ii) That bag is hers.

**4. Write two examples of relative pronouns.**

**Answer:** Who, which.  
Example: The man **who** called is my uncle.

**5. Define a pie chart.**

**Answer:** A pie chart is a circular statistical diagram divided into sectors to illustrate numerical proportions.

**6. What is a recommendation? Give an example.**

**Answer:** A recommendation is a suggestion or advice.  
Example: I recommend using eco-friendly bags.

**7. What are articles in grammar? List them.**

**Answer:** Articles are words used to define a noun.  
They are: a, an, the.

**8. What are collocations? Give examples.**

**Answer:** Collocations are words that often go together.  
Examples: make a decision, fast food.

**9. What are fixed and semi-fixed expressions?**

**Answer:** Phrases used in common combinations.  
Fixed: by the way. Semi-fixed: as a matter of fact.

**10. Convert a table of data into a sentence.**

**Answer:**  
**Table:** 2023 Sales: Laptops – 50, Mobiles – 70  
**Sentence:** In 2023, mobile sales (70 units) exceeded laptop sales (50 units).

**UNIT V: EXPRESSION**

**1. What is descriptive writing?**

**Answer:** Descriptive writing involves describing a person, place, thing, or idea using vivid details.

**2. What is narrative writing?**

**Answer:** Narrative writing tells a story or recounts an event in a structured format.

**3. Write two examples of future tense.**

**Answer:** (i) She will attend the meeting. (ii) They will travel tomorrow.

**4. Give examples of punctuation marks.**

**Answer:** Comma (,), Full stop (.), Question mark (?), Exclamation (!)

**5. What is negation in grammar? Give an example.**

**Answer:** Negation expresses a negative statement.  
Example: I do **not** like coffee.

**6. Define a compound sentence with an example.**

**Answer:** A compound sentence has two independent clauses joined by a conjunction.  
Example: She studied hard, and she passed the test.

**7. What are content and function words?**

**Answer:** Content words carry meaning (nouns, verbs), function words show grammatical relationships (prepositions, articles).

**8. What are cause and effect expressions? Give examples.**

**Answer:** These link causes and their effects.  
Examples: because, therefore, as a result.

**9. Write two complex sentences.**

**Answer:** (i) Although it was raining, they played outside. (ii) I stayed home because I was sick.

**10. Write two sentences using negation in questions.**

**Answer:** (i) Don’t you like pizza? (ii) Isn’t he coming today?