



UNIVERSITY OF THE PUNJAB

AD (2 Years) & BS (4 Years) Degree Program / First Semester – Fall 2024

Roll No.

Paper: Functional English

Course Code: GENG-101

Marks: 60

THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED

Q.1. Define the following:

(6x5=30)

- i. Define *Clipping* and *Compounding* as word formation processes, and provide two examples of each.
- ii. Explain the difference between *Complex*, and *Compound-complex* sentences. Provide relevant examples.
- iii. In the context of sound production and pronunciation, explain the difference between *Voiced* and *Voiceless* sounds. Provide two examples for each.
- iv. What is *Subject-verb Agreement*? Explain its significance with examples.
- v. In the word formation process, what do *Affixations* do? Explain with examples.
- vi. What are some key protocols of *Active Listening*?

Q.2. Answer the following questions:

(2x15=30)

1. You are the Student Coordinator of your college/university's Literary Society. The society is planning to organize a literary festival on campus, which will include book readings, writing workshops, and guest lectures by renowned authors. You need permission from the university administration to use the main auditorium and surrounding event spaces. Write a Formal Letter to the Incharge of Student Affairs, requesting permission to hold the event.
2. Imagine that you are working as an intern at a company, and you have been asked to prepare a guide on effective communication for new interns. The guide should cover the Core Principles of Communication, specifically focusing on clarity, coherence, conciseness, courteousness, correctness, etc.