

**D.K.M. COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE – 1****SEMESTER EXAMINATIONS****APRIL – 2016****11NEN4A****ENGLISH FOR COMMUNICATION II****Time: 2 Hrs****Max. Marks: 50****SECTION – A (10 X 2 =20)****Answer ALL the questions.**

1. Define Vocabulary.
2. What do you mean by Editing?
3. Expand URL and define it.
4. What is communication?
5. Define Phrasal verbs.
6. What is the use of a semicolon?
7. Write any two points to be remembered while drafting a speech.
8. What is a formal meeting?
9. Define letters of complaint.
10. Write a note on Horizontal communication.

**SECTION – B (3 X 10 =30)****Answer any THREE of the following questions.**

11. Mention the list of do's and don'ts to be followed while giving a speech.
12. How will you arrange the books in a library?
13. You are the secretary of the Bharath Sports Club in your town. The meeting of the office bearers of the club is scheduled for the 15<sup>th</sup> of next month. Prepare an agenda for the meeting and then draft the minutes of the meeting.
14. You are Sarita Prasad. Principal of P.S.Degree College, Kanpur. Write to M/s.Shabnam Book House.Kanpur, placing an order for 1000 copies of Synergy, the textbook of English for commerce students. Write a reply confirming the order and saying when the books will be dispatched.
15. Write the correct combinations of words:
  1. Speak fluent English / Speaks easy English.
  2. Gossip Writer / gossip columnist.
  3. Hardly nothing / practically nothing.
  4. Background knowledge / earlier knowledge.
  5. Hold a conversation / do a conversation.
  6. Equitable rights / equal rights.
  7. Press an icon / click on an icon.
  8. Renew a contract / re - sign a contract.
  9. Opposite statements / contradictory statements.
  10. Glare at /glare towards.