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First Year BA/BCom

**24ENG11506: AEC-ENGLISH (DEVELOPING COMMUNICATIVE COMPETENCE IN ENGLISH)
(Semester - I)**

Program: BA/BCom

Program Specific: BA/BCom (English)

Course Type: AEC (Ability Enhancement Course)

Paper: I

Credits: 2

Time: 2 Hours

Max. Marks: 30

SET: A

Instructions to the candidate:

- 1) All questions are compulsory.
- 2) Figures to the right indicate full marks.
- 3) Draw a well labelled diagram wherever necessary.

Q1) Answer ANY FIVE of the following questions in about 30-50 words each. [5 X 2= 10]

- a. What do you understand by the term, 'listening?'
- b. Mention any two qualities of a good listener.
- c. How can listening comprehension enhance language learning?
- d. Which digital platforms do you use to publish your digital contents online?
- e. Explain the role of skimming in reading.
- f. What guidelines should we adhere to when drafting the subject line of a letter and a mail?
- g. What is loud reading? What is its purpose?

Q2) Answer ANY THREE of the following questions in about 80-100 words each. [3 X 4= 12]

- a. What are the different elements of an e-mail?
- b. What are the techniques for effective summarizing in academic research?
- c. Discuss the role of non-verbal cues in active listening.
- d. Discuss the process of writing minutes for a formal meeting.
- e. What are the key elements of writing for digital platforms?

Q3) Answer ANY TWO of the following questions in about 80-100 words each. [2 X 4= 08]

- a. Compose an email to your HR manager, informing him/her about a change in your contact details. Make sure to follow proper format, etiquette and tone of an official mail.
- b. Write a formal letter to the editor of a local newspaper, expressing your concerns about increasing pollution levels in your city.
- c. Write a paragraph on the following topic: **Can money truly buy happiness?**
- d. Read the following passage for **comprehension** and answer the questions given below:

The Power of Positive Thinking

Positive thinking is a mental attitude in which individuals expect good and favorable outcomes. It is the belief that life will turn out well and that optimism will lead to success. Positive thinking does not mean ignoring life's difficulties or challenges but rather approaching them with a positive mindset. Research shows that individuals who practice positive thinking tend to live healthier and longer lives. They often experience lower levels of stress and are better able to cope with adversity. Positive thinking can be cultivated through practices like gratitude, mindfulness, and self-compassion.

Questions:

1. What is positive thinking?
2. How do individuals with positive thinking approach challenges?
3. What are some benefits of positive thinking according to research?
4. How can one develop positive thinking?
5. Does positive thinking mean ignoring difficulties? Explain.
