



SCHOOL OF COMPUTER SCIENCE ENGINEERING AND INFORMATION SYSTEMS
CONTINUOUS ASSESSMENT TEST - II
FALL SEMESTER 2025-2026

Programme Name & Branch : Bachelor of Computer Applications
Course Code and Course Name : UENG101L, Effective English Communication
Faculty Name(s) : Dr. M K Senthil Babu
Class Number(s) : VL2025260105624
Date of Examination : 14-10-2025
Exam Duration : 90 minutes Maximum Marks: 50

General instruction(s):

- Answer All Questions
- M - Max mark; CO – Course Outcome; BL – Blooms Taxonomy Level (1 – Remember, 2 – Understand, 3 – Apply, 4 – Analyse, 5 – Evaluate, 6 – Create)
- Course Outcomes
 1. Apply appropriate grammar and vocabulary in basic communication skills
 2. Compose effective letters and paragraphs
 3. Analyse reading passages using suitable strategies
 4. Demonstrate a clear understanding of listening and speaking sub-skills.

No	Question	Module	Marks	CO	BL
1.	Write a Leave Letter to your Head of the Department requesting 5 days leave on medical grounds.	4	10	2	3
2.	Draft an Apology Letter to your class teacher for not submitting your assignment on time.	4	10	2	3
3.	Reading Comprehension Communication is the process of exchanging information, ideas, and feelings. It is an essential part of human life. Without communication, people would find it difficult to (1) _____ their thoughts. Effective communication requires both speaking and (2) _____. While words are important, non-verbal cues such as gestures and facial expressions also play a (3) _____ role. In professional settings, communication skills are considered (4) _____ for success. A good communicator should always (5) _____ clarity in speech and writing. Moreover, active listening helps to (6) _____ misunderstandings. With the growth of technology, people now use emails, messages, and video calls to (7) _____ with each other. However, one must also be careful about the (8) _____ of communication, as poor choice of words can lead to (9) _____. Therefore, developing communication skills is a lifelong (10) _____. Options: Avoid, process, listen, vital, maintain, essential, tone, connect, conflicts, express	5	10	3	3



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4.	Reading Comprehension (MCQs) Read the passage below and answer the questions that follow. Passage: Teamwork is one of the most important skills required in today's workplace. A successful team is built on trust, cooperation, and communication. When individuals work together towards a common goal, they are able to achieve better results than working alone. Teamwork also allows people to share responsibilities and learn from each other. However, teamwork requires patience and respect for different opinions. Without these, conflicts may arise and affect the performance of the entire group. Good leaders encourage collaboration and ensure that every member's voice is heard. Questions: - What is the passage mainly about? a) Communication in the workplace b) Leadership qualities c) Importance of teamwork d) Conflict management - According to the passage, a successful team is built on: a) Competition b) Trust and cooperation c) Individual effort d) Strict rules - What do individuals achieve when they work together? a) Personal success b) Better results c) Financial rewards d) Less responsibility - What does teamwork allow people to do? a) Avoid mistakes b) Share responsibilities c) Ignore others' opinions d) Work independently - What problem may arise without patience and respect in teamwork? a) Higher efficiency b) Conflicts c) Leadership failure d) Lack of communication tools - Who ensures that every member's voice is heard? a) Colleagues b) Leaders c) Managers only d) Friends - What is the opposite of "cooperation" in the passage? a) Conflict b) Collaboration c) Respect d) Patience - Why is teamwork considered important? a) It avoids mistakes b) It improves individual skills only c) It helps achieve better results d) It reduces workload - Which of the following is NOT mentioned in the passage as part of teamwork? a) Communication b) Trust c) Competition d) Patience - What is the role of a good leader in teamwork? a) To dominate discussions b) To encourage collaboration c) To reduce conflicts d) To set strict rules	5	10	3	3
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5. Form a conversation :

You are given a picture showing a campus with landmarks. Andrew, having completed his admission formalities, is standing near the (MGR)Main Building on the campus. He wishes to go to the SJT (Silver Jubilee Tower) Building and approaches a passer-by to ask for directions. They have a conversation consisting of at least ten exchanges, during which Andrew inquires about the way, and the passer-by provides clear and detailed directions to reach the SJT Building

