



PRACTICE SET
End Semester Examination, December, 2025

Program: BBA
Semester: I
Course: Functional English
Course code: 11AEC101

COURSE LEARNING OBJECTIVES:

- CLO 1: To enable the learners to communicate effectively and appropriately in real life situations**
CLO2: To develop and integrate the use of the 4 language skills I.e. reading, listening , speaking and writing
CLO3: To revise and reinforce structure already learnt
CLO4: To learn and use English effectively

Course Outcomes	Description
CO1	Understand the factors that influence the use of grammar and vocabulary in speech & writing
CO2	Understand the different ways in which grammar has been described
CO3	Understand the importance of all areas of language and learning
CO4	To use fluent English in day -to- day life

UNIT 1

Section A

(No. of Question x 5= Total Marks)

1. List 5 suffixes from foreign language used in English [CO1] [UNIT1] [BTL LOT, Remember]
2. State 5 prefixes .[CO1] [UNIT1] [BTL LOT, Remember]
3. Define homonyms .[CO1][UNIT1] [BTL LOT, Remember]
4. Define homophones .[CO1] [UNIT1] [BTL LOT, Remember]
5. Describe antonyms .[CO1] [UNIT1] [BTL LOT, Understand]

Section B**(No. of Question x 10= Total Marks)**

6. Explain abbreviations with examples .[CO1] [UNIT 1] [BTL LOT, [Understand]
7. Evaluate the importance of vocabulary building . [CO1 [UNIT 1] [BTL HOT]
8. Differentiate between homonyms and homophones . [CO1] [UNIT1] [BTL HOT, Understand]

Section C**(No. of Question x 20= Total Marks)**

9. Analyze the concept of word formation . [CO1]
[UNIT1] [BTL HOT,Evaluate]
10. Discuss the importance of abbreviations . [CO1] [UNIT 1] [BTL LOT Understand]

UNIT II

Section A

11. Define phrases .[CO2] [UNIT 2] [BTL LOT, understand]
12. List the 4 kinds of present tense. [CO2] [UNIT2] [BTL LOT, Understand]
13. Define clause . [CO2] [UNIT II] [BTL LOT , remember]
14. State the use of conjunction . [CO2] [UNIT 2] [BTL LOT, remember]
15. Define the following :
 - a) Adjectives [CO2] { UNIT II } [BTL LOT]

Section B

16. Discuss the importance of proper punctuations . [CO2] [UNIT 2] [BTL LOT, Understand]
17. Evaluate the need for creating coherence in formal writing . [CO2] [UNIT 2] [BTL HOT, create]
18. Explain the different tenses with the help of a chart .
[CO2] [UNIT 2] [BTL LOT, understand]

Section C

19. Evaluate the use of narration ?.[CO2] [UNIT 2] [BTL HOT, Evaluate]
20. Discuss the techniques of writing precisely. .[CO2] [UNIT 2] [BTL HOT,]

UNIT III & IV

Section A

21. List one basic rule of subject verb agreement. [CO3] [UNIT 3] [BTL LOT, understand]

22. Discuss the use of prepositions [CO3] [UNIT 3] [BTL LOT, Understand]

23. Explain cliches .[CO3] [UNIT III] [BTL LOT Remember]

24. Describe redundancy . [CO3] [UNIT 3] [BTL LOT, Understand]

25. Explain the use of articles. [CO3] [UNIT3] [BTL LOT, understand]

Section B

26. Evaluate the need for subject verb agreement. [CO3] [UNIT 3] [BTL HOT, Evaluate]

27. Differentiate between describing and defining .[CO3] [UNIT3] [BTL LOT, understand]

28. Discuss the need to plan a paragraph . [CO3] [UNIT 3] [BTL LOT, Understand]

Section C

29. Analyze the importance of examples in writing. [CO3] [UNIT3] [BTL HOT, Analyze]

30. Evaluate the importance of reading comprehension [CO3] [UNIT 3] [BTL HOT, evaluate]

UNIT IV

Section A

31. Explain notice .[CO4] [UNIT 4] [BTL LOT, Understand]

32. Discuss memo .[CO4] [UNIT 4] [BTL LOT, Understand]

33. List the essential elements of a formal letter [CO4] [UNIT 4] [BTL LOT, remember]

34. Explain the term resume [CO4] [UNIT 4] [BTL LOT, Understand]

35. Define reports . [CO4] [UNIT4] [BTL LOT, Remember]

Section B

36. Compare the general format of a notice & a memo . [CO4] [UNIT 4] [BTL LOT, Understand]

37. Illustrate the layout of a formal letter . [CO4] [UNIT4] [BTL LOT, apply]

38. Analyze the process of a job interview. [CO4] [UNIT 4] [BTL HOT, Analyze]

Section C

39. Evaluate the need for preparation before an interview.[CO4] [UNIT 4] [BTL HOT, evaluate]

40. Analyze the importance of report writing . [CO4] [UNIT 4] [BTL HOT, Analyze]

Summary Sheet:

CO Wise

CO	Q. No	Marks
CO1	1,2,3,4,5,6,7,8,9,10	100
CO2	11,12,13,14,15,16,17,18,19,20	100
CO3	21,22,23,24,25,26,27,28,29,30.....	100
CO4	31,32,33,34,35,36,37,38,39,40	100
Total		400

Unit Wise

Unit	Q. No	Marks
Unit 1	1,2,3,4,5,6	35
Unit 2	11,12,13,14,15,16, 17,18,19,20	
Unit 3 &4	21,22,23,24,25,26, 27,28,29,30	100
Unit 5	31,32,33,34,35,36, 37,38,39,40	100
Total		400

Blooms Taxonomy Level (BTL) Wise

BTL	Q. No	Marks
LOT	1,2,3,4,5,6,8,11,12,13,14,15,16, 18,21,22,23,24,25,27,28,31, 32,33,34,35, 36,37,	210
HOT	7,9,10,17,19,20,26,29,30,38,39,40.	200
Total		410

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Disclaimer: - This is a Practice Set. The Question in End term examination will differ from the Practice set. This Practice set is meant for practice only.