



PRACTICE SET
End Semester Examination, December, 2025

Program: B.Com

Semester: I

Course: Functional English

Course Code: 32AAEC101

COURSE LEARNING OBJECTIVES:

CLO1: 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 | 1,2,3,4,5,6,8,11,1 2,13,14,15,16,18, 21,22,23,24,25,2 7,28,31,32,33,34, 35, 36,37, | 210 |
| HOT | 7,9,10,17,19,20,2 6,29,30,38,39,40. | 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.