



## **PRACTICE SET**

**End Semester Examination, December 2025**

**Program: BCA**

**Subject: Functional English**

**Subject Code: 3CAEC101**

**Semester: I**

### **Course Outcomes:**

**CO1:** Students will be able to identify and explain the various factors that impact the effective use of grammar and vocabulary in both speech and writing.

**CO2:** Students will gain an understanding of the diverse theoretical approaches to describing grammar.

**CO3:** Students will comprehend the critical importance of all components of language acquisition.

**CO4:** Students will demonstrate the ability to use fluent English confidently in everyday situations.

**SECTION I (5 marks)**

1. Define Word Formation and give two examples of words formed using prefixes and suffixes. **CO1 UNIT 1 [BTL LOT] BTL: UNDERSTAND**
2. Expand the following abbreviations: **CO1 UNIT 1 [BTL LOT] BTL: UNDERSTAND**
  - a. *UN*,
  - b. *CEO*,
  - c. *FAQ*,
  - d. *ATM*,
  - e. *NGO*.
3. Define Homophones, Homonyms, and Homographs with one example each. **CO1 UNIT 1 [BTL LOT] BTL: REMEMBER**
4. Identify the word formation technique used in each of the following words. (Techniques: *Prefix, Suffix, Compounding, Conversion*) **CO1 UNIT 1 [BTL LOT] BTL: REMEMBER**
  - a. unhappy
  - b. careless
  - c. replay
  - d. childhood
  - e. smartphone
  - f. overcook
  - g. update
  - h. sunrise
  - i. blackboard
  - j. disagree
5. Explain the concept of Degree of Comparison in English grammar with suitable examples. **CO2 UNIT 2 [BTL LOT] BTL: UNDERSTAND**
6. List any two purposes of reading. **CO3 UNIT 3 [BTL LOT] BTL: UNDERSTAND**
7. What are the main sections of a Newspaper? **CO3 UNIT 3 [BTL LOT] BTL: UNDERSTAND**
8. Define *Headline* and *Byline*. **CO3 UNIT 3 [BTL LOT] BTL: REMEMBER**
9. Define *Professional Writing*. **CO4 UNIT 4 [BTL LOT] BTL: REMEMBER**

10. State the essential parts of a notice. **CO4 UNIT 4 [BTL LOT] BTL: REMEMBER**
11. State two common uses of memos in organizations. **CO4 UNIT 4 [BTL LOT] BTL: REMEMBER**
12. Explain the purpose of writing a proposal? **CO4 UNIT 4 [BTL LOT] BTL: UNDERSTAND**
13. Convert the following sentences into Indirect Speech. **CO2 UNIT 2 [BTL LOT] BTL: APPLY**
  - a. He said, "I am tired."
  - b. She said, "I will call you tomorrow."
  - c. They said, "We are going to the market."
  - d. The teacher said, "You have done your work well."
  - e. John said, "My father is reading the newspaper."
14. Prepare a table of five adjectives, writing their degrees of comparison. **CO2 UNIT 2 [BTL LOT] BTL: APPLY**
15. Mention two differences between Professional and Creative writing. **CO4 UNIT 4 [BTL LOT] BTL: UNDERSTAND**

## **SECTION II (10 marks)**

16. Compare and contrast Homophones, Homonyms, and Homographs using a table and three examples each. **CO1 UNIT 1 [BTL HOT] BTL: ANALYSE**
17. Frame sentences from the following words in two ways: (**CO1 UNIT 1 BTL HOT CREATE**)
  - a. **Bark**
  - b. **Watch**
  - c. **Match**
  - d. **Post**
  - e. **Letter**
18. Underline the correct word that is suitable for the sentences: (**CO1 UNIT 1 BTL LOT REMEMBER**)
  - a. Do you know the principles / principals of Philosophy?
  - b. She is in need of a canvass / canvas for her next art project.
  - c. Ramesh always sits beside / besides her.
  - d. The Mediterranean Sea banks for known for its course /coarse sand.
  - e. What medicine did the doctor prescribe / proscribe for her?

19. Discuss the eight Parts of Speech in details with suitable examples. (CO2 UNIT 2 **BTL LOT UNDERSTAND**)
20. “Prepositions are small words with big importance.” Justify this statement with suitable examples. (CO2 UNIT 2 **BTL HOT EVALUATE**)
21. Explain how reading newspapers regularly can improve vocabulary, comprehension, and general knowledge simultaneously. CO3 UNIT 3 [**BTL HOT**] **BTL: ANALYSE**
22. Read the following short passage and answer the questions that follow: CO3 UNIT 3 [**BTL LOT**] **BTL: UNDERSTAND**  
“*Good communication is the foundation of strong relationships. Listening carefully, expressing ideas clearly, and being respectful are key to effective communication.*”
- a) What is the passage mainly about?
- b) Mention two qualities of effective communication.
- c) Give a suitable title to the passage.
23. Define *Official Email*. What is the difference between *CC* and *BCC* in email communication? CO4 UNIT 4 [**BTL LOT**] **BTL: REMEMBER**
24. As the Head Boy/Head Girl of your university, you are asked to inform the students about the upcoming Fresher’s Welcome Event.  
Draft a suitable notice to be displayed on the university notice board, giving all necessary details such as date, time, venue, and purpose of the event.  
(*Word limit: 50 words*) CO4 UNIT 4 [**BTL HOT**] **BTL: CREATE**
25. Evaluate the importance of subject line, structure, and etiquette in formal emails. CO4 UNIT 4 [**BTL HOT**] **BTL: CREATE**
26. List and discuss the key components of a Report. CO4 UNIT 4 [**BTL LOT**] **BTL: REMEMBER**

### SECTION III (20 marks)

27. “Word Formation is not just adding letters, but changing meaning and function.” Critically evaluate this statement with three examples. CO1 UNIT 1 [**BTL HOT**] **BTL: EVALUATE**
28. Draft a simple leave application for two days citing personal reasons. CO2 UNIT 2 [**BTL HOT**] **BTL: CREATE**

29. Write a short informal letter to your friend inviting them to your birthday celebration. **CO2 UNIT 2 [BTL HOT] BTL: CREATE**
30. “Reading newspaper articles helps build awareness and analytical thinking.” Discuss with examples. **CO3 UNIT 3 [BTL HOT] BTL: ANALYSE**
31. Draft an email to your department head submitting a monthly progress report. **CO4 UNIT 4 [BTL HOT] BTL: CREATE**
32. Prepare the minutes of a departmental meeting held to plan the annual fest. **CO4 UNIT 4 [BTL HOT] BTL: CREATE**
33. Analyze how clarity, structure, and justification determine the success of any professional writing. **CO4 UNIT 4 [BTL HOT] BTL: ANALYSE**
34. Explain how reading newspapers regularly can improve vocabulary, comprehension, and general knowledge simultaneously. **CO3 UNIT 3 [BTL HOT] BTL: ANALYSE**

### **SUMMARY SHEET**

#### **CO Wise**

CO	Q. No	Marks
CO1	Q.1,2,3,4,16,17,18,27	70
CO2	Q.5,12,13,14,19,20,28,29	80
CO3	Q.6,7,8,21,22,30,34	75
CO4	Q.9,10,11,12,15,23,24,25,26,31,32,33	125
Total		350

#### **Unit Wise**

UNIT	Q. No	Marks
UNIT 1	Q.1,2,3,4,16,17,18,27	70
UNIT 2	Q.5,12,13,14,19,20,28,29	80
UNIT 3	Q.6,7,8,21,22,30,34	75

UNIT 4	Q.9,10,11,12,15,23,24,25,26,31,32,33	125
Total		350

**Blooms Taxonomy Level (BTL) Wise**

BTL	Q. No	Marks
LOT	Q.1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,18,19,22,23,26	130
HOT	Q.16,17,20,21,24,25,27,28,29,30,31,32,33,34	220
Total		<b>350</b>

**Prepared by: Prof. Satarupa Ganguly.**

**Reviewed By:**

**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.