



SHRIMATI INDIRA GANDHI COLLEGE

(Affiliated to Bharathidasan University)
Nationally Accredited at 'A' Grade (4th Cycle) by NAAC | An ISO 9001 : 2015 Certified Institution
Tiruchirappalli - 620 002

Department of English

Question Bank

Semester: II

Sub Title: Professional English for Arts and Social Sciences- I

Sub Code: 23PELAS1

SECTION - A

Fill in the blanks:

1. A _____ question expects a "yes" or "no" response.
2. Word formation helps in creating antonyms using _____.
3. The purpose of group discussion is to _____ ideas with others.
4. Advertisements are a form of _____ communication.
5. A _____ activity requires you to speak for one minute on a topic.
6. The key aim of a debate is to _____ your point effectively.
7. MS Word is primarily used for _____ processing.
8. A _____ is a short video log uploaded online.
9. A _____ is the basic structure of a webpage.
10. Slogans should be _____ and memorable.
11. A _____ is a brief script for a short film.
12. Poster making develops _____ communication skills.
13. A _____ summarizes the key points of a meeting.
14. Circulars are used to convey _____ within a workplace.
15. PowerPoint is useful for creating _____ presentations.
16. _____ tags are short questions added to the end of sentences.

17. Prefixes like "un-", "in-", and "dis-" help create _____.
18. _____ are used to give direct commands.
19. _____ listening helps in understanding the speaker's intent.
20. A good summary captures the _____ of a text.
21. A blog is a regularly updated _____ journal.
22. The _____ of a presentation captures audience attention.
23. Proper _____ is essential in workplace writing.
24. _____ is an important feature of academic writing.
25. Communication includes verbal and _____ elements.

SECTION B

Answer the following questions in about 50 words each:

1. What are the features of an effective group discussion?
2. How can listening improve professional communication?
3. Why are product advertisements persuasive?
4. What are the benefits of participating in debates?
5. What is the purpose of a vlog?
6. How can digital interviews be conducted?
7. How do slogans contribute to poster making?
8. What is the structure of a short script?
9. What is the importance of meeting minutes?
10. How do you paraphrase an academic paragraph?
11. Why is summarising useful in academic writing?
12. Define the role of captions in brochures.
13. What is the difference between circulars and notices?
14. How do flyers help in marketing?
15. What makes a dialogue effective?

16. What are the functions of MS Excel in academic work?
17. How is creativity used in oral presentations?
18. Why is PowerPoint useful in workplace communication?
19. What is the difference between formal and informal communication?
20. How can social media be used for educational purposes?

SECTION C

Answer the following in about 250 words each:

1. Describe how group discussions improve communication skills.
2. Write a summary of any academic lecture or TED Talk you've heard.
3. Write an argumentative essay on the influence of mobile advertisements.
4. Draft a persuasive dialogue between two people on a social issue.
5. Explain the importance of digital competence in education.
6. Describe how to create a subject-based webpage.
7. How can vlogging support your academic or career growth?
8. Describe the process of creating a short film script.
9. Explain the steps involved in writing minutes of a meeting.
10. Write a product profile for a smartphone or laptop.
11. How does creativity support learning in the classroom?
12. Explain the structure of a well-designed brochure.
13. What is academic paraphrasing and why is it important?
14. Describe the impact of PowerPoint in student presentations.
15. Write a brief essay on how to write circulars.
16. Explain the importance of listening to specialist talks.
17. Describe how interviews help in skill development.
18. Write a dialogue between a student and teacher about exam stress.
19. Describe the steps in writing a summary from a reading passage.

20. What are the essential features of workplace communication?

SECTION - D

Answer the following in about 500 words each:

1. Explain the importance of communicative competence in career development.
2. Write an essay on the influence of persuasive communication in daily life.
3. Discuss digital competence and its relevance to academic success.
4. How can vlogging and blogging be used for professional development?
5. Describe the process of preparing and presenting a short film.
6. Write a full script for a 2-minute educational film on a social topic.
7. How can creativity and imagination be enhanced through academic exercises?
8. Write an academic essay on paraphrasing and summarising techniques.
9. Draft a guide on writing product profiles and meeting minutes.
10. Discuss the role of workplace communication in professional settings.