



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: III

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

Sub Code: 23PELAS2

SECTION - A

Fill in the blanks:

1. Telephone etiquette involves answering the phone with a _____ and professional tone.
2. The prefix used to form the antonym of "regular" is _____.
3. A tag question for "You are coming to the meeting," is _____?
4. The imperative form of "You should open the window" is _____.
5. The suffix used to convert "happy" into a noun is _____.
6. A process description usually involves a clear _____ of steps.
7. _____ are used to link two contrasting ideas in a sentence.
8. The active voice of "The report was submitted by the student" is _____.
9. An example of an intensifying prefix is _____ (e.g., inflammable).
10. A synonym for "assist" in a formal register is _____.
11. In a role play, informal speech is used when speaking with _____.
12. The suffix "-ment" is usually added to form a _____ from a verb.
13. _____ verbs are combinations of a verb and a preposition.
14. "He must be tired." – The modal verb in this sentence is _____.
15. _____ expressions like "by the way" are often used in conversation.

16. In a presentation, visuals such as _____ help explain the content.
17. The word "monarchy" is an example of a _____ definition.
18. Reading comprehension in Unit 3 focuses on _____ passages.
19. An official email must include a clear _____.
20. If it rains, we _____ cancel the trip. (Fill with conditional)
21. The antonym of "possible" using a prefix is _____.
22. A chart or flow diagram can be used to _____ data.
23. The expression "at your earliest convenience" is a _____ expression.
24. The suffix "-ous" can be used to form _____ from nouns.
25. In a professional context, communication must always be _____ and concise.

SECTION - B

Answer the following questions in 50 words each:

1. Define telephone etiquette and explain its importance.
2. What are question tags? Give two examples.
3. Explain the use of imperatives in official instructions.
4. Write a short definition of "democracy."
5. What is a sentence definition? Give one example.
6. Describe the role of connectives in paragraph writing.
7. What are phrasal verbs? Give two examples.
8. Explain the difference between active and passive voice.
9. What are collocations? Give two examples related to business.
10. Write a short note on the use of modals in formal speech.
11. What are fixed expressions in English? Mention two.
12. Mention the parts of a professional email.
13. What are the benefits of group discussion in communication?
14. Write a brief on cultural practices you are familiar with.

15. How do you write an extended definition? Give an example.
16. Describe the structure of a formal letter.
17. What is the importance of professional ethics in communication?
18. How can you describe a natural calamity in brief?
19. Mention two strategies used in making effective presentations.
20. How do advertisements influence our thinking?

SECTION - C

Answer the following in 250 words each:

1. Explain the importance of effective communication in a professional setting.
2. Describe telephone etiquette and its role in workplace communication.
3. Summarize a short passage from History and discuss its relevance to present-day communication.
4. Write a formal email to your academic advisor requesting permission to attend a conference.
5. Write a paragraph using Wh-questions and Yes/No questions based on a given professional context.
6. Explain how prefixes are used to create antonyms. Give examples.
7. Describe a process (e.g. how to apply for a passport) using step-by-step instructions.
8. Write a short dialogue between a student and a mentor discussing academic performance.
9. Describe the psychological effects of peer pressure in the academic environment.
10. Define the term “Democracy” and write an extended definition of “Education”.
11. Describe the impact of a recent natural disaster on the local community.
12. Use five different connectives/linkers in a paragraph to explain a topic.
13. Write a subject-specific essay on the influence of technology in education.
14. Explain the use of Active and Passive voice with examples.

15. Write a paragraph using at least five different phrasal verbs.
16. Write a 250-word essay on the importance of effective presentations in academics.
17. Interpret the given chart/table about student attendance and provide your observations.
18. Use modals in a paragraph to describe a classroom scenario.
19. Write a short note on professional ethics with reference to a motivational story.
20. Suggest three solutions to reduce mobile phone addiction among college students.

SECTION - D

Answer the following in 500 words each:

1. Discuss the barriers to effective communication and how to overcome them in the workplace.
2. Explain the role of digital communication in the modern academic environment.
3. Compare and contrast formal and informal communication with examples.
4. Write an extended description of a cultural festival celebrated in your region.
5. Discuss the psychological and social impacts of the COVID-19 pandemic on students
6. Write a detailed essay on the role of teamwork and negotiation in professional success.
7. Write an essay on the importance of presentation skills in higher education and job interviews.
8. Critically analyze a speech made by a famous leader or personality in your subject area.
9. Describe a real-life problem in your community and suggest a comprehensive solution.
10. Explain how fixed expressions enhance clarity and conciseness in communication.
