# FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE

# Fifth Semester English (Open Course) Degree Examination, November 2017 ENG5D01 – Film Studies

(2015 Admission onwards)

Max. Time: 2 hours

Max. Marks: 40

# I. Answer all the following questions:

- 1. Mise-en-scene is a French term meaning ---.
  - a. Put in the Scene
- b. Miss and Scene
- c. Missing in the scene d. None of these
- Who is the author of "Visual Pleasure and Narrative Cinema"?
  - a. Laura Mulvey
- b. Andre Bazin
- c. Christian Metz
- d. None of these
- 3. "Charulata" is an adaptation of which famous short story by Satyajit Ray?
  - a. "Kleptomania"
- b. "The Broken Nest"
- c. "The Indigo Terror"
- d. "Byomjatrir Diary"
- 4. Which of the following is a classic example of a "Road movie"?
  - a. The Godfather
- b. Into the Wild
- c. Titanic
- d. Rashomon
- 5. Who played the role of Don Vito Corleone in "The Godfather"?
  - a. Charlton Heston
- b. Al Pacino
- c. Marlon Brando
- d. Jack Nicholson
- 6. The --- shot gives an idea of the place where the story takes place.
  - a. Close-up
- b. Establishing
- c. Closing
- d. None of these

 $(6 \times \frac{1}{2}) = 3 \text{ Marks}$ 

# II. Answer any five of the following questions in two or three sentences each:

- 7. Mention two Hollywood classics of the silent era.
- 8. Comment on the climax of Rashomon.
- 9. What is a close up shot?
- 10. What is a jump cut?
- 11. What are the features of film noir?
- 12. What is the context of Battleship Potemkin?

 $(5 \times 2 = 10 \text{ Marks})$ 

## III. Answer any three of the following questions in a paragraph of 100 words each:

- 13. Autuer Theory.
- 14. Montage.

e

of

s)

- 15. The Sea as a metaphor in Chemmeen.
- 16. Music in Charulata.

 $(3 \times 5 = 15 \text{ Marks})$ 

## IV. Answer any one of the following questions in 300 words each:

- 17. Consider Bicycle Thieves as an Italian Neorealist film.
- 18. Critically analyze Coppola's *The Godfather* as a classic gangster movie.

 $(1 \times 12 = 12 \text{ Marks})$ 

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### FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE

### Fifth Semester BA English Degree Examination, November 2017 ENG5B03 – Methodology of Literature

(2015 Admission onwards)

Max. Time: 3 hours

Max. Marks: 80

- I. Answer the following question by choosing the right answer from the brackets
- Who is the author of Death of the Author??
   (T.S Eliot. Roland Barthes. J.Hills Miller. Claude Levi Strauss)
- 2. The concept of "Defamiliarization" is associated with the -----school of criticism (Psychoanalysis, Marxism, Russian Formalism, Feminism)
- 3. Who among the following is not a British writer?

  (William Wordsworth, Chinua Achebe, Winston Churchill, James Joyce)
- 4. The concept of "Negritude" was theorized in Post Colonial studies by-----(Frantz Fanon, Edward Said, GayatriSpivak, AimeCesaire.)
- 5. The term 'Subaltern' is originally taken from the works of ---. (Althuser. Marx. Bharatha, Gramsci)
- 6. Who developed the concept of "Writerly Text"? and "Readerly Text"?

  (T.S Eliot, Reymond Williams, Roland Barthes. Edward Said)
- 7. Id, Ego and Super Ego are terms associated with----(Freud. Lacan. Jung. Cizek.)
- 8. The term 'Practical Criticism' is coined by

  (William Empson, W. K. Wimsatt, I.A. Richards, F. R. Leavis)
- 9. The book, The New Criticism, published in 1941, was written by----(Cleanth Brooks, John Crowe Ransom, Robert Penn Warren, Mallan Tate)
- 10. "Structure, Sign and Play in the Discourse of the Human sciences" is an essay by---(Ferdinand de Saussure . JaquesLacan, Jacques Derrida . Julia Kristeva)

(10 x1=10 Marks)

- II. Answer any ten of the following in one or two sentences.
- 11. What is "Mimetic Theory" in literature analysis?
- 12. What is "Objective Correlative"?
- 13. What are the four kinds of meaning according to I.A Richards?
- 14. Define "Intentional Fallacy"
- 15. What is "Victorian Compromise" in English Literature?
- 16. What is "fabula"?

- 17. Define Canon.
- 18. What is "Narratology"?
- 19. What is close reading?
- 20. Define 'langue' in the Saussurean sense of the term
- 21. What does the word 'hegemony' mean?

(10x2=2

### III. Write short notes on any four of the following in not more than 100 words.

- 22. Romanticism in English Literature
- 23. Cultural Materialism
- 24. Postcolonialism
- 25. What did post Structuaralist critics do
- 26. Reader Response Theory
- 27. Diaspora

(4x5=)

### IV Write an essay of 200 words on any two of the following

- 28. Trace the evolution English literature from old English to modern age.
- 29. Importance of Modernist theories in Reading literature
- 30. Write a critical appreciation of the given poem using any methods of analysing liter prescribed in the syllabus.

#### SPRING AND FALL

To a young child

Márgarét, áre you gríeving

Over Goldengroveunleaving?

Leáves like the things of man, you

With your fresh thoughts care for, can you?

Ah! ás the heart grows older

It will come to such sights colder

By and by, nor spare a sigh

Though worlds of wanwoodleafmeal lie;

And yet you will weep and know why.

Now no matter, child, the name:

Sórrow'sspringsáre the same.

Nor mouth had, no nor mind, expressed

What heart heard of, ghost guessed:

It is the blight man was born for,

It is Margaret you mourn for.

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### FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE

Fifth Semester BA English Degree Examination, November 2017 ENG5B01 – Indian Writing in English

(2015 Admission onwards)

Max. Time: 3 hours

Max. Marks: 80

#### Section I

- I. Answer the following multiple choice questions:
- 1. "The Quest" is taken from the collection, titled----(The Golden Threshold, The Bird of Time, The Broken Wing, The Feather of the Dawn)
- 2. Most of Tagore's works were originally written in ----- language.

  (Marathi, Bengali, Hindi, English)
- 3. Summer in Calcutta is a poetic collection by ----
  (Kamala Das, Sarojini Naidu, A K Ramanujan, R K Narayan)
- "Goodbye Party for Miss Pushpa T S" is a poem on----- (English accent, European use of English, Indian use of English, Ordinary Indian use of English)
- 5. *Kurunthohai* is a translated work by -----(R K Narayan, Parthasarathy, A K Ramanujan, None of these)
- Who among the following was awarded with Pushcart Prize?
   (Kamala Das, Agha Shahid Ali, Sarojini Naidu, Tagore)
- 7. Tryst means-----(A meeting, destiny, An appointed meeting, An unexpected meeting)
- 8. Name the work for which R K Narayan won Sahitya Academy Award in 1958?

  (The school teacher, The Swami and Friends, The Guide, The Art of Novel)
- 9. Name the newspaper that was published from Madras, for which R K Narayan worked as a reporter for the first time?

(The Justice, The Express, The mail, The Hindu)

10. The Weed is translated from----- (Urdu, Punjabi, Telugu, Tamil)

(10x 1 = 10 Marks)

#### Section II

### II. Answer any ten of the following in two or three sentences:

- 11. "All my boughs break into blossom/ At your passing breath and blossom". Explain.
- 12. What do the carnivorous plants imply in the poem "In Love"?
- 13. Bring out the humour in the title "Goodbye Party for Miss Pushpa T S"?
- 14. "And we were very innocent about it" Who? Why?
- 15. "And this is the closest I'll ever be to home" Explain.
- 16. What, according to Nehru, we have to do to give reality to our dreams?
- 17. Why did Hamish Hamilton reject the second novel of Narayan?
- 18. How was Angoori related to the Narrator?
- 19. Describe the snake ordeal that Rani had undergone?
- 20. Why does Mini agree to marry a distant relative of Akka?
- 21. What was Angoori's concept on women's education?
- 22. How is the nature depicted in "Breezy April"?

(10x 1 = 20 Mark)

#### Section III

#### III. Write short notes on any four of the following.

- 23. Treatment of Krishna in "The Quest"
- 24. Imagery in "In Love"
- 25. Themes of nostalgia and longing in "Postcard from Kashmir"
- 26. Significance of the title "Mars in the Seventh House"
- 27. Marriage and Womanhood depicted in Roots and Shadows
- 28. Multiple endings in Naga Mandala

(4x 5 = 20 Mar)

#### Section IV

#### IV. Write an essay on any two of the following

- 29. "Loss and longing are the major emotions those are predominantly active in Postcard from Kashmir". Critically Evaluate.
- 30. Social realism in The Weed
- 31. Indian English Poets preferred Indian society and its features for their writings. Check suitability of the statement with special reference to the poems you have studied.
- 32. 'Fact, Fantasy and the Folk are beautifully combined to form the story theatre of *Naga- Mandala*'. Elucidate.

(2x 15=30 mar)

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## FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE

Fifth Semester BA English Degree Examination, November 2017 ENG5B02- Language and Linguistics

(2015 Admission onwards)

ov	Time:	3	hours

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Max. Marks: 80

I.	Choose the right answer.			
1.	Language is asubject			
	a) Active	b) Skill		
	c) Passive	d) None of these		
2. '	"Brunch" is an example of a	word		
	a) Blending	-b) Clipping		
	c) Compound	d) Back formation		*
3.	is the study of meaning			•
	a) Graphics	b) Semantics		
	c) Morphemic	d) None of these		
4.	The father of modern Linguistics is	of the part of a grade		
	a) Edward Sapir	b) Bloom field	riy sinca acaman	
	c) Noam Chomsky	d) Saussure		
П.	Fill in the blanks.	district the of his Alligheing		
5.	Homonyms are			
6.	Intonation is			
7.	An example of passive articulator is			
8.	Diachronic study is			
9.	Affixes are			
10	O. Gliding vowels are known as	Party of Special Land Control		
			$(10 \times 1 = 10 \text{ N})$	Iarks

- III. Answer any ten of the following in a word or a phrase.
- 11. Define monolingualism.
- 12. What is consonant cluster?
- 13. Define 'dialect'
- 14. What is the distinction between 'Phonetics' and 'Phonology'?
- 15. Define sociolinguistics.
- 16. Write example of a portmanteau word.
- 17. Define "morphology"
- 18. Which are the fricatives in English RP?
- 19. Define Allophone.
- 20. What is prescriptive grammar?
- 21. Which are the nasal sounds in English RP?
- 22. Define minimal pair with examples.

 $(10 \times 2 = 20 \text{ M})$ 

- IV. Answer any four of the following in not more than 100 words each.
- 23. Spoken and written language.
- 24. Types of sentences in English.
- 25. Define IPA and Standard English.
- 26. Organs of Speech.
- 27. Diphthongs in English
- 28. Syntax in English.

 $(4 \times 5 = 20 \text{ N})$ 

- V. Write essays on any two of the following in not more than 300 words each
- 29. Discuss various techniques of word formation in English.
- 30. "Linguistics as a science" Discuss.
- 31. What is language? Describe the distinction between Human language and animal communication.
- 32. Describe in detail the various branches of linguistics and their significance.

 $(2 \times 15 = 30)$ 

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## FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE

### Fifth Semester BA English Degree Examination, November 2017 ENG5B04-Informatics

(2015 Admission onwards)

Max. Time: 3 hours

Max. Marks: 80

# Part I Answer all the questions. Each Question carries one mark.

1.		e	
	(a) Area Net	(b) Area Network	(c) Area Neutral
2.	The status bar appear	es at the	of the window
	(a) Top		(c)side
3.	GPS stands for	Positioning	System
	(a) Generic	(b) Grand	(c) Global
4.		comp	outer
	(a) Electric	(b) Electronic	(c) Electro-mechanical
5.	Monitor is also know	vn as	introduction of the second of
	(a) CPU	(b) ROM	(c) VDU
6.	Windows XP was in	troduced in	
	(a) 2000	(b) 2001	(c) 2002
7.	i		nformation is input into the computer.
	a) Printer	b) Speaker	c) Keyboard
8.	An instrument that r	nodulates and demodulate	s is known as
	a) Model	b) Modem	c) Motel
9.	www can be expand	led as	
	a) world without	walls b) world with a w	eb c) world wide web
10	O. The father of moder	n computing is	to an in the part of
	a) V S Naipaul	b) Charles Babbage	c) Steve Jobs
1	1. Color Monitors are	also known as	monitors
	a) RYB	b) RCV c) RGB	
1	2. Excel is a	application	
	a) Database	b) Spreadsheet	c) Word processing
			(12 x 1=12 marks)

#### PART II

## Answer any nine questions. Each question carries two marks

- 13. What were the most significant changes in Third Generation computers?
- 14. What is Virtual Reality
- 15. Define Booting
- 16. What is your understanding of an Electronic book
- 17. New career opportunities with the dawn of the 2<sup>nd</sup> Generation
- 18. Define Analog and hybrid computers
- 19. What is meant by a browser? Give an example.
- 20. Define search engine
- 21. What is meant by videoconferencing
- 22. Explain Microsoft PowerPoint
- 23. What do you mean by word processor?
- 24. What is hard copy output?

(9 x 2=18 mark

#### **PART III**

## Answer any six questions. Each question carries five marks

- 25. Social networking
- 26. GNU GPL
- 27. What are the benefits of networking
- 28. Types of website, guidelines for searching, credibility of information
- 29. Laptop
- 30. Different types of computers
- 31. What is PDA?
- 32. Input devices
- 33. Plotter, printer
- 34. Bluetooth device

(6 x 5=30 mar

#### PART IV

Answer any two questions. Each question carries ten marks

- 35. MS Windows it's history and applications
- 36. Importance of Computer security issues
- 37. Different types of ports
- 38. History and development of computers

(2 x10=20 ma

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(Pages : 2) Reg. No:..... 1B5N17186 Name: ..... FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE Fifth Semester BA Functional English Degree Examination, November 2017 FEN5B07 - Creative Writing (2015 Admission onwards) Max. Marks: 80 Max. Time: 3 hours I. Answer the following bunch of questions: The word 'like' is used in the figure of speech-----( metaphor, simile, personification) "My love is a red red rose" is an example for-----2 (simile, metaphor, oxymoron) The term used for tragic flaw is -----3 (catharsis, anagnorisis, hamartia) "The sky started shedding tears" is an example for-----4 ( metaphor, simile, transferred epithet) B 5. Alfred Tennyson is a ----- poet. (Romantic, Victorian, modern) A stanza of 8 lines is termed as -----(Tercet, setset, octave) 7. 'My Last Duchess' is a -----(sonnet, villanelle, dramatic monologue) 8. Narratives that describe travel experiences are called-----(memoir, journal, travelogue)

9. -----is a work by Emily Bronte
(Wuthering Heights, Jane Eyre, Pride and Prejudice)

10. A tragedy is divided into ----- parts. (3, 4, 5)

s)

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11. The emotions aroused by a tragedy are----- (pity and fear, revulsion and fear, hate and fear)

12. A lyrical poem which invokes or praises an object is ----
( ballad, ode, sonnet)

II. A	nswer	any	nine	of	the	follow	ing	bunches	of	questions:
-------	-------	-----	------	----	-----	--------	-----	---------	----	------------

- 13. Stream of consciousness.
- 14. Historical novel.
- 15. Villanelle.
- 16. Oxymoron.
- 17. Dramatic monologue.
- 18. Ghazal.
- 19. Fiction.
- 20. Memoir.
- 21. Rhyme Scheme.
- 22. Blank verse.
- 23. Meta fiction.

 $(9 \times 2 = 18)$ 

#### III. Write a short note on any six of the following in not more than 100 words:

- 24. Blog writing.
- 25. Drama.
- 26. Novei.
- 27. Poetry.
- 28. Figures of speech.
- 29. Literary genres.
- 30. Narrative techniques.
- 31. Life writing.
- 32. Ode.
- 33. Travelogues.

 $(6 \times 5 = 30)$ 

### IV. Answer any two of the following in about 300 words each.

- 34. Plagiarism.
- 35. Write a poem on 'dreams'.
- 36. Elements of poetry.
- 37. Write a short story on 'torn notebook'.

(2x10=20 N)

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1B5N171	(Pages : 2) Reg. No:
	, Name:
	FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE
	Fifth Semester BA Functional English Degree Examination, November 2017
	FEN5B08 – Functional English for Print Media
Tie.	(2015 Admission onwards) ne: 3 hours  Max. Marks: 80
Max. III	THE STRONG
1	
I.	Answer all the following questions.
1.	Meditation is an example for communication.
	(Inter Personal, Intra Personal, Extra Personal)
2.	is defined as a way people approach others of keep distance from others.
	( Haptics, Polemics, Proxemics)
3.	Communication starts with
	(Feedback, Sender, Message)
4.	The indicates the name of the author of an article in newspapers.
	( Creditline, Headline, Byline)
5.	are the most popular forms of print media.
	( Newsletters, Magazines, Newspapers)
6.	is the process where the message is interpreted for its content.

( Encoding, Recoding, Decoding)7. Doordarshan switched over to colour transmission in ......

( 1983, 1981, 1982) 8. RTI stands for ......

(Right to Informatics, Right to Information, Right to Instruction)

9. The term Yellow Journalism came from a popular *New York World* comic called ....

( Hogan's Alley, Higgin's Alley, Hegan's Alley)

10. The AP stands for .....

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( Associated Press, Accommodated Press, Affiliated Press)

11. A preliminary layout of newspaper page is called ......

(Embargo, Stringer, Dummy)

12. New Journalism is a style of news writing originated in ........
(USA, UK, USSR)

 $(12 \times 1 = 12 \text{ Marks})$ 

## II. Answer any nine of the following in two or three sentences each.

- 13. Brochures.
- 14. Tabloid.
- 15. Contrast Lead.
- 16. Beat.
- 17. Non Verbal Communication.
- 18. Noise.
- 19. Logotype.
- 20. Gutter.
- 21. Precision Journalism.
- 22. Inverted Pyramid.

 $(9 \times 2 = 18 \text{ Marks})$ 

## III. Write a short essay of about 100 words each on any six of the following.

- 23. Types of Communication.
- 24. New Media.
- 25. Differences between Journalistic Writing and Creative Writing.
- 26. News Reporting.
- 27. Types of Leads.
- 28. Functions of Mass Communication.
- 29. Radio.

 $(6 \times 5 = 30 \text{ Mark})$ 

## IV. Write an essay of about 300 words each on any two of the following.

- 30. Mass Media.
- 31. Types of Editorial Writing and its characteristics.
- 32. Print Media.
- 33. News Structure.

 $(2 \times 10 = 20 \text{ Mar})$ 

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### FAROOK COLLEGE (AUTONOMOUS), KOZHIKODE

### Fifth Semester BA Functional English Degree Examination, November 2017 FEN5B09 - Theater for Communication

(2015 Admission onwards)

Max. Time: 3 hours	Max. Marks: 8
Max. Time: 3 hours	Max. Marks:

Max. I	ime: 5 hours
I. Cho	pose the correct answers for the following set of questions
I	The same of the sa
1.	Forum theatre which interrogates social issues is similar in structure to
	(Street theatre, Realist theatre, Absurd theatre)
2.	An orchestra is a part of
	(Poor theatre, Greek theatre, Japanese theatre)
3.	Martin Esslin's book on Modern theatre is called
	(Epic Theatre, The Theatre of Brecht, The Theatre of the Absurd)
4.	Poetics deals with description and techniques of
	( ancient drama, modern drama, modern poetry)
II.	and the second s
5	The myth of Plato's cave explains his theory
	(Art is twice removed from reality, Art is sublime reality, Art manifests universal truth)
6	is one of the Central tragedies of Shakespeare.
	(Julius Caesar, Romeo and Juliet, Othello)
7	Ibsen isplaywright
	(anIrish, an American, a Norwegian)
8	"Hamartia" is
	(Reversal of fortune, Error in Judgment, Discovery)
III.	
9	Aristophanes is the author of
	(Oedipus Rex, Lysistrata, Medea )
10	is a famous Elizabethan playwright
	(Marlowe, Shaw, Stoppard)
11	is a verse play.
	(Riders to the Sea, Murder in the Cathedral, Waiting for Godot)
12	A moonlit night is an "uddipanavibhava" that evokes
	(karuna rasa, sringara rasa, veera rasa)

(12x 1=12 marks)

# II. Attempt any nine of the following in two or three sentences each.

- 13. Unity of Action
- 14. Peripeteia
- 15. Street theatre
- 16 Existentialist plays
- 17. Groundlings
- 18. Monologues
- 19. Spectacle
- 20 Stage direction
- 21 Vidhushaka
- 22. Sahrudaya
- 23. Skene
- 24. Proscenium arch.

(9x2=18 marks)

# III. Write a paragraph in about 100 words each on four of the following.

- 25. Brecht and his plays.
- 26. Shakespeare's women
- 27. Action in Stanislavski.
- 28. Theatre as an educational tool.
- 29. Fourth wall realism
- 30. Alienation technique
- 31. Nora Helmer's exit.

(4x5=20 marks)

# IV. Answer any two essays in about 300 words each.

- 32. Shakespeare'sviews on Gender and Racism in Merchant of Venice as portrayed in the characters of Portia and Shylock.
- 33. How is Expressionist drama a reflection of the time in which it was written?
- 34. Explain Bharata's famous sutradefining rasa, with reference to Sanskrit theatre
- 35. Theatre in the seventeenth and eighteenth centuries: A comparative study.

(2x15=30 marks

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		Name:
	FAROOK COLLEGE (AUTONOMOUS),	KOZHIKODE
	Fifth Semester BA Functional English Degree Exam	ination, November 2017
	FEN5B10 – Contemporary Literacy and C (2015 Admission onwards)	Lunural Theory
Max. Tit	me: 3 hours	Max. Marks: 80
V)Co.		
1.	Answer the following bunches of questions.	
A	1. Reception theory is	Committee Committee
	2. "Signifier" can be defined as	
	3. "Post colonialism" is used to suggest	
	4is the study of signs.	
В	5. The author of "Of Grammatology" is	
	6. "Reception theory" is associated with	
	7. The interconnection of space and time in a plot is	
	8. The privilege of speech over writings is	The second district
C		
1	10. "Symbolism" is	
1	11. Ferdinand De Saussure was	
	12. "Deconstruction" is	
		$(12\times1=12 \text{ Marks})$
n	Answer any Nine of the following in not more th	nan three sentences each.
	13. What is "metaphor"?	
	14. Define "signifier" and "signified".	
	15. What is feminism in literature?	
	16. Define formalism.	
	17. What is eco criticism?	
	18. Define "hegemony".	
	19. Who was Northop Fry?	SELECTION OF THE PROPERTY OF
	20. What is "psycho analysis"?	
	21. Define "syno criticism".	
	22. What is queer theory?	
	23. What is meant by "removal of the author in cri	ticism?

(9×2=18 Marks)

## III. Answer any six of the following in not more than 100 words each.

- 24. Explain Russian formalism.
- 25. Elaine Showalter.
- 26. Dalit studies
- 27. Materialism in literature.
- 28. The significance of theory.
- 29. Linguistic structure.
- 30. Deconstruction.
- 31. Jacques Derrida.
- 32. Structuralism.
- 33. Marxism in literature.
- 34. Semiology.

 $(6 \times 5 = 30 \text{ Ma})$ 

## IV. Write essays on any two of the following in not more than 300 words each.

- 35. Discuss the importance of contemporary literary and cultural theory in the study of literature.
- 36. Discuss new historic and cultural materialism in literature.
- 37. Write an essay on structuralism, post structuralism and formalism in literature.
- 38. Evaluate the importance of Marxist criticism and feminism to the study of literature (2×10=20 Marxist)

TARROW COLLEGE (ALITONIOMONIO, MOZINKO	DE
FAROOK COLLEGE (AUTONOMOUS), KOZHIKO	DE
Fifth Semester BA Functional English(Open Course) Degree Examinati	on, November 2017
FEN5D01 – English for Business Communication	1
(2015 Admission onwards)	
ax. Time: 2 hours	Max. Marks: 40
ax. Time. 2 hours	
the following questions choosing the right answer fo	rom the brackets:
I. Answer the following questions choosing the right answer for	fom the brackets.
on CC in latters are autromaly	Au Au
1. The official letters are extremely	
(Informal, Formal, Personal)	
number is a number given to a letter for identifying it.	
(Reference, Random, Real).	
denotes the amount distributed to shareholders out of	profits.
(Dividend, Debit, Docketing).	
4. E-mail stands formail.	
(Electric, Electronic, Elegant).	
5. The of the letter contains the message to be conveyed	ed.
(Salutation, Body, Complimentary close).	
6. A is a special mercantile agent.	
(Broker, Customer, Consumer).	
	$(6 \times \frac{1}{2} = 3 \text{ Marks})$
II. Answer any five of the following	
7. Body of the letter.	
8. Copy marking.	
9. Order letter.	
10. Follow up letter.	
11. Compliance letter.	
12. Complimentary close.	
13. Delivery time 14. Memorandum.	
15. Testimonial	
16. Circular letter.	(5 - 2-10 Marks)
	(5 x 2=10 Marks)
III. Answer any three of the following in about 100 words ea	ch
17. Write a note on the qualities of a good editor.	
18. Write an enquiry letter to a business firm for the purchase of ele	ectronic goods
19. Write a note on good editing.	
20. Telephonic skills.	
21. Write a letter to your friend inviting him to a festival in your lo	cality
22. Draft a circular letter to the employees of an office asking them	to be punctual
	(3 x 5=15 Marks)
IV. Answer one of the following:	
Auswer one of the following.	
23. Presentation skills.	
24. Different types of correspondence	(1 x 12-12 Mayles)
	(1 x 12=12 Marks)

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