

INDIRA UNIVERSITY, PUNE

SCHOOL OF INFORMATION TECHNOLOGY- BSC CYS

Term End Examination (2025 Pattern) April- May – 2026- Semester – II

Course Name: English Proficiency Skills- II
Course Code: 25CYS213T

Max. Marks: 25
Time: 1 Hr. 30 Minutes

Instructions

- **Instruction 1:** Attempt all the questions
- **Instruction 2:** Read all the questions carefully

Q1.	Attempt any 5 out of 7.	(5 Marks)	CO-1
	1. Technical writing is mainly for the purpose of: a. Entertainment b. Emotional expression c. Official communication use d. Storytelling 2. Narrative writing mainly focuses on: a. Explaining a process b. Presenting arguments c. Giving factual information d. Telling a story with imagination, characters and events 3. Which format is used for official communication? a. Informal letter b. Formal letter c. Story writing d. Poetry writing 4. Emails should be: a. Informal always b. Clear and polite c. Very long d. Written in slang 5. Communication is best defined as: a. talking only b. exchange of information, knowledge and ideas c. writing only d. listening only		

	6. Leadership is the ability to: a. dominate people b. motivate and guide others c. work alone d. avoid responsibility 7. Which habit improves time management? a. planning daily tasks b. delaying work c. ignoring priorities d. working randomly	
Q2.	Attempt any 2 out of 4. (10 Marks) 1. Explain in brief narrative and descriptive writing by giving suitable examples? 2. What is a formal letter? Outline the format of a formal letter in block format. 3. Define soft skills? Explain in brief different types of soft skills? 4. What are short-term and long-term goals? Explain with examples.	CO-2
Q.3	Attempt all questions. A) Applying the components of formal letter, write a job application letter for the post of a Technical Support Executive in an IT company. (5 Marks) B) Draft a notice informing students about a guest lecture to be held in your college regarding new technology, include necessary details. Apply the format of formal notice. (5 Marks) OR	CO-3
Q.3	Attempt all questions. A) Applying the correct format of report, write a report on a sports day celebrated in your college. (5 Marks) B) You want to improve your communication skills. Which C's of communication skills will you apply to improve it? (5 Marks)	CO-3
