**HOME ASSIGNMENT**

**Dept. of English**

**Dr. B.K.B. College, Puranigudam**

ACADEMIC YEAR: 2024-25

FYUGP **4th** Semester

**AEC: English Communication II**

**Last date of Submission: 12/04/2025** **Marks: 10**

**The figures in the margin indicate full marks for the questions.**

1. **Prepare home assignments on any two of the following topics - 5×2=10**
2. Necessity of ‘close reading’ in a passage.
3. Differences between silent reading and loud reading.
4. Importance of objectivity, clarity and accuracy in report writing.
5. Essential components of a well-structured letter.
6. Limitations of memos and circulars in modern digital communication.
7. Main features of power point presentation.
8. Differences between scientific writing and literary writing with examples.

**N.B.: *Submit the assignments in softcopy through College Website Link (BKB College Automation) and hardcopy to the Department of English on or before 12/04/2025.***

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