Tamil Nadu Public Service Commission
Syllabus
(Descriptive Type)
Combined Civil Service Examination (Group-VA)
General English (Degree Standard)

Code: 390

Unit I: Essay Writing in 300 words (10 Marks)

- Argumentative Essay
- Descriptive Essay
- Narrative Essay
- Critical Essay
- Expository Essay
- Persuasive Essay

Unit II: Letter Writing (10 Marks)

- Letter expressing demands / needs
- Enquiry letter
- Order letter
- Letter responding to Enquiries

Unit III: Precis Writing (15 Marks)

An unseen passage in 200 words is to be given.
It has to be briefed in around 70 words.

Unit IV: Reading Comprehension (10 Marks)

An unseen passage in 200 words is to be given.
Questions are to framed following K 5 Model Barrett's Taxonomy

1. Understanding Question
2. Appreciation Question
3. Interpretative Question
4. Analytical Question
5. Organizing Question
6. Inferential Question
7. Critical Question
8. Explanatory Question
9. Descriptive Question
10. Creative Question

Unit V: Translation (15 Marks)

(a) From Tamil to English
Government Order/ circular
and
(b) From English to Tamil
News articles / 5 sentences of complex structure

Unit VI: Hints Development (5 Marks)

Developing the hints into a readable passage

Unit VII: Notification (20 Marks)

Drafting Announcements / Advertisements

and

Writing Explanations / Circulars

Unit VIII: Grammar (15 Marks)

1. Active to Passive.
2. Passive to Active.
3. Direct to Indirect Speech.
4. Indirect to Direct Speech.
5. Rewrite Compound Sentence as Simple sentence.
6. Rewrite Simple Sentence as Complex sentence.
7. Transform statement into a strong question.
8. Transform statement into a weak question.
9. Transform assertive sentence into a negative sentence.
10. Add a suitable question tag.
11. Use the homophones in meaningful sentence.
12. Use the right adverb.
13. Fill in the blank with right preposition.
14. Rewrite the sentence in comparative degree.
15. Rewrite the sentence in past tense.
16. Change the underlined phrase into clause.
17. Change the underlined clause into phrase.
18. Identify the pattern of the given sentence.
19. Fill in the blanks with a suitable Article.
20. Rewrite the sentence correcting the error.

Dated: 29.07.2022