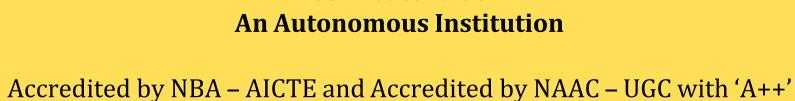


SNS COLLEGE OF TECHNOLOGY

Coimbatore-35





Grade Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

DEPARTMENT OF ENGLISH

23ENT101- COMMUNICATIVE ENGLISH I YEAR / I SEMESTER

UNIT 2: CHECKLIST



CHECKLIST



- A systematic process of activities known as 'to do list'
- It is a selected list of words, Phrases, Sentences and paragraphs.
- To denote a presence or absence of whatever is being done, marked with a check mark.





PURPOSE OF CHECKLIST



It is.....

Useful in our daily life

Collect educational surveys.

Apply for a passport

Attending interviews

College admission





HINTS ON CONSTRUCTING CHECKLIST



To draft a checklist Use



- interrogative form
- Yes/No boxes
- Auxiliary or Helping verb Atlast
- **Give a suitable Title.**



EXAMPLE: Imagine that you have to attend an interview in a core/software company in Delhi.



	CHECKLIST FOR ATTENDING AN INTERVIEW	YES	NO	
01	Have I booked the ticket?	$\sqrt{}$		
02	Have I taken all the certificates and testimonials?			
03	Do I have the call letter with me?			
04	Are all my certificates properly arranged for an easy reference?			
05	Do I have a set of formal dress neatly packed?	$\sqrt{}$		
06	Have I taken my project report with me?			
07	Do I have enough money?	$\sqrt{}$		MA
80	Have I taken my mobile and other items that are required for my travel?			
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ASSESSMENT





1.You are going to travel long distance by car. Help yourself with a checklist with format so that your journey is trouble free and comfortable.



REFERENCES



https://www.merriam-webster.com/dictionary/checklist

