

QP CODE: 21100101



Reg No :

Name :

UNDERGRADUATE (CBCS) EXAMINATION, FEBRUARY 2021

Fifth Semester

(Offered by the Board of Studies in English)

Open Course - EN5OPT03 - ENGLISH FOR CAREERS

2017 Admission Onwards

27F3B306

Time: 3 Hours

Max. Marks : 80

Part A

*Answer any **ten** questions.*

Each question carries 2 marks.

1. What are the different parts of a resume?
2. What is stress interview?
3. What are the barriers to effective presentation?
4. How does the body cues help in judging a person during a GD?
5. Differentiate the following words by using them in sentences
1. stationary-stationery 2. urbane-urban 3. desert-dessert
6. What is poor listening?
7. Use proper punctuation marks in the following sentence.
Either they will respond or they won't
Delay is preferable to error said Jefferson
8. 1. Ram always seeks others help, so he is a -----(dependent,dependant)
2. When I go for any dinner party, I prefer to have a -----(dessert,desert)
9. What are the two major purposes of listening to a presentation?
10. What is transparency in the professional world?
11. Dining etiquette.
12. What are the soft skills for team building?

(10×2=20)

Part B

*Answer any **six** questions.*

Each question carries 5 marks.





13. Discuss the tips for effective communication.
14. Write an example of a post interview follow up letter.
15. What are the steps to improve critical thinking?
16. Define content words and structure words and underline the stressed words in the following sentences.
 1. She wants to achieve her goals
 2. They progressed remarkably well
17. Mark intonation in the following sentences.
 1. I will buy you a pen
 2. What is your name?
 3. Are you going to the party?
 4. Be Quiet (politely)
18. Make one sentence each using the following prefixes.
 1. pan-
 2. semi-
 3. post-
 4. hyper-
 5. counter-
19. Write a conversation between A and B in which A is inviting B for a party and B is refusing it politely.
20. Elaborate personality types.
21. What are the virtues of an ethical personality?

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. What are the different barriers to communication and the ways to overcome it?
23. What are the means to make communication effective?
24. Write two conversations:
 - 1) between an employee and a customer in a bank regarding the availability of a personal loan.
 - 2) between a teacher and a parent in a PTA meeting.
25. Write on the importance and role of maintaining relations in the professional world.

(2×15=30)

