

UNDERGRADUATE (C.B.C.S.S.) EXAMINATION, OCTOBER 2016**Fifth Semester**

Open Course—ENGLISH FOR CAREERS

(Offered by the Board of Studies in English)

[2013 Admission onwards]

Time : Three Hours

Maximum : 80 Marks

Section A

*Answer all the questions, each in one or two sentences.
Each question carries 1 mark.*

1. What is a Flipchart ?
2. What is OHP ?
3. Define 'Sender' in communication.
4. What are soft skills of presentation ?
5. What is curriculum vitae ?
6. What is 'Salutation' in a letter ?
7. What is Enclosure notation ?
8. What is topic based group discussion ?
9. What is video conferencing ?
10. What is horizontal communication ?

(10 × 1 = 10)

Section B

*Answer any eight of the following.
Each in about 50 words.
Each question carries 2 marks.*

11. What are group building and maintenance roles ?
12. What is an 'Abstract' for a proposal ?
13. What are the differences between formal and informal styles of speaking ?
14. What are pauses and sense groups in a conversation ?
15. What is the importance of 'Tone' in your speech ?
16. What are IRSF strategies that can be used to start a conversation with known or unknown individuals ?

Turn over

17. Distinguish between Interaction pattern and transaction pattern.
18. What are interpersonal skills ?
19. What are 'Problem solving skills used in management' ?
20. What are the do's in a discussion etiquette ?
21. What is diagonal communication ?
22. What is telephone etiquette ?

(8 × 2 = 16)

Section C

*Answer any six of the following questions, each in about 100 words.
Each question carries 4 marks.*

23. What is the procedure of writing an effective proposal ?
24. Write an introduction on a presentation on 'The impact of cinema'.
25. What are the major ingredients of a standard curriculum vitae ?
26. What is the purpose of conducting a seminar ?
27. What should be the behaviour pattern of a receptionist ?
28. What is the purpose of conducting mock interviews ?
29. What are the barriers to effective communication ?
30. Write short note on the importance of body language in an interview.
31. What are the different kinds of interviews ?

(6 × 4 = 24)

Section D

*Answer any two of the following questions in about 200 words each.
Each question carries 15 marks.*

32. Prepare a curriculum vitae for applying to the post of a branch manager in a bank.
33. Prepare a Group discussion on 'Technological Revolution' with at least four participants.
34. (a) Write an essay on the common errors in communication.
(b) What are the steps you take to avoid them ?
35. Write an essay on the various audio-visual aids for effective presentations.

(2 × 15 = 30)