



QP CODE: 22103458



Reg No :

Name :

**UNDER GRADUATE (CBCS) REGULAR / REAPPEARANCE EXAMINATIONS,
NOVEMBER 2022**

Fifth Semester

(Offered by the Board of Studies in English)

OPEN COURSE - EN5OPT03 - ENGLISH FOR CAREERS

2017 Admission Onwards

BC3862B6

Time: 3 Hours

Max. Marks : 80

Instructions to Private candidates only: This question paper contains two sections. Answer **SECTION I** questions in the answer-book provided. **SECTION II**, Internal examination questions must be answered in the question paper itself. Follow the detailed instructions given under **SECTION II**

SECTION I

Part A

Answer any **ten** questions.

Each question carries **2** marks.

1. Define the channel of communication.
2. Define a covering letter.
3. Define telephonic interview.
4. Define a group discussion.
5. Identify the organs of speech involved in the production of "v" sound.
6. Define abbreviation and its different types.
7. Use these phrases in sentences.
 1. Alpha and omega
 2. Upset the applecart
 3. Birds of a feather
 4. Bitter pill to swallow
 5. At the eleventh hour
8. What are the features of a bad listener?
9. Horizontal communication.





10. Define an introvert personality.
11. Dining etiquette.
12. Write any two expressions for making apologies.

(10×2=20)

Part B

Answer any **six** questions.

Each question carries **5** marks.

13. State any five etiquettes of an interview.
14. Non verbal communication during a presentation.
15. What are the do's and don'ts in GD?
16. Make one sentence each using the following prefixes.
 1. pan-
 2. semi-
 3. post-
 4. hyper-
 5. counter-
17. Fill in the blanks using the appropriate forms of the given verbs in their present tense
"Smile on Wheels "..... (be) a mobile hospital programme started by Smile Foundation.
This programme(have) five flagship projects operating in five states in India. Five
different nongovernmental organisation (is,help) the foundation to
(implement) this programme effectively. Each mobile van(aim) to take
comprehensive healthcare services to remote villages in India. The programme
(intend) to bring medical expertise from cities to rural areas.
18. Write a conversation with your friend about your project.
19. What are the virtues of an ethical personality?
20. What are the etiquettes in attending a business meeting?
21. Characteristics of a good team.

(6×5=30)

Part C

Answer any **two** questions.

Each question carries **15** marks.

22. What are the tips for effective communication?





23. Prepare a resume along with a covering letter to apply for the post of a Senior Consultant in Montreal technologies.
24. What is group discussion and write a GD on the topic "Role of English in the Globalized World".
25. Ethics in the professional world.

(2×15=30)

