

TB205215V

Reg. No :

Name :

BACHELOR'S DEGREE (C.B.C.S.) EXAMINATION, NOVEMBER 2022
2020 ADMISSIONS REGULAR AND 2019, 2018 ADMISSIONS SUPPLEMENTARY
SEMESTER V - OPEN COURSE (ENGLISH)
EN5D01AB18 - ENGLISH FOR CAREERS

Time : 3 Hours

Maximum Marks : 80

Part A

I. Answer any Ten questions. Each question carries 2 marks

(10x2=20)

1. Describe a Resume.
2. Define Communication.
3. Enlist the documents you should include in the interview file.
4. Create the noun form of the following verbs - execute, evaluate, separate, repeat.
5. Discuss the incorrect usage of kinship terminologies.
6. Explain the term minimal pairs. Illustrate with two examples.
7. Explain Signposting.
8. Validate the advantages of using a non-verbal item during a presentation.
9. Give the respective aims of an informative presentation and a persuasive presentation.
10. What is collegiality?
11. Explain the term *ethics*.
12. Distinguish between the terms profession and professional.

Part B

II. Answer any Six questions. Each question carries 5 marks

(6x5=30)

13. Mention certain interventionist strategies in a Group Discussion.
14. What is an informal interview?
15. Explain the features of bad listeners.
16. Discuss the common errors in email communication.
17. What are the strategies to be adopted to deliver an effective presentation?
18. What are the qualities of a good manager?
19. What is the significance of Upward communication?
20. Explain Public Relations.
21. Analyze the qualities that would destroy team spirit.

Part C

III. Answer any Two questions. Each question carries 15 marks

(2x15=30)

22. You are applying for the post of a lecturer at a city college. Write a Resume .
23. Discuss the different uses of the comma.
24. What are the points to be kept in mind when creating a message for or when communicating with an audience?
25. What are the various aspects of personality that help a professional to carry out his role?