

06 17.10

TB245699D

Reg. No : .....

Name : .....

**BACHELOR'S DEGREE (C.B.C.S) EXAMINATION, NOVEMBER 2024**  
**2018, 2019, 2020, 2021 ADMISSIONS SUPPLEMENTARY**  
**SEMESTER V - OPEN COURSE**  
**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. What is a loaded question?
2. Discuss the linguistic barriers to effective communication.
3. What are open ended and closed questions?
4. What is proxemics?
5. Explain how we pronounce words with a single 'r' in the middle of words and at the beginning of words.
6. List four prefixes
7. Give the respective aims of an informative presentation and a persuasive presentation.
8. Assess the three major barriers to an effective presentation.
9. Examine the different types of presentations.
10. What is collegiality?
11. Comment on the importance of time management.
12. Establish the role of a *Thinker* in a team.

**Part B**

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

**(6x5=30)**

13. Explain the different roles and functions in a group discussion.
14. Comment on accuracy in communication.
15. Explain how we can become effective listeners.
16. Frame the appropriate responses to the following situations: 1. A friend calls to say he is visiting that evening. Ask him to come the next day. 2. You are a company secretary. Someone wishes to speak to the manager but he is in a meeting. Ask the person to call after an hour.
17. Design the points to be remembered during communication.
18. Voice quality and eye contact are important factors in a presentation. Justify.
19. Justify the importance of choosing the right channel and medium of communication.
20. Write a note on the importance of critical thinking and interpersonal skills in the work environment.
21. Establish the soft skills required to be a good member of a team.

**Part C**

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

**(2x15=30)**

22. What should you do to ensure a successful group discussion?
23. Comment on the different parts of speech.
24. Explain the different parts of a presentation and the points to be remembered while organising one.
25. A valuable employee is a fount of many qualities. Justify.

